[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: PERSONAL RECOMMENDATION OF [EMPLOYEE]**

Dear [CONTACT NAME],

*In re*sponse to your recent inquiry regarding [EMPLOYEE NAME], I would advise that [EMPLOYEE] has worked with [YOUR COMPANY NAME] for the past [NUMBER] years. During this time [HE/SHE] has taken on responsibilities above and beyond what is required of them and has shown a great deal of enthusiasm for [HIS/HER] work. Above all, [EMPLOYEE] knows how to motivate fellow employees and is a team player.

I would like to highly recommend [EMPLOYEE] as a qualified applicant for the position of [NEW POSITION] within [YOUR COMPANY NAME].

Thank you.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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