

PERSONAL RECOMMENDATION OF EMPLOYEE

<Date>

<Recipients Address>

<Salutation>

I am writing in regards to your recent inquiring about <name of employee>. <name of employee> has worked with this company for the past <list number> years. During this time he has shown a great deal of enthusiasm for his work and has taken on responsibilities above and beyond what his position as <list position> required. Above all, <list name> was a "team player" and motivated fellow employees during long hours of work.

In short, I would like to highly recommend <name of employee> as a qualified applicant for the position of <list new position> within <name of company>.

Thank you.

Sincerely,