[Your Name]

[Organization Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am pleased to recommend M. Hameez to your organization through this reference letter. Hameez has served XYZ Company as the Assistant Manager in our Quality Assurance department from 2006 to 2014. As the department’s HOD, it has been a pleasure for me to have a diligent and efficient employee like Hameez in my team. Being well-qualified for this job, he has been able to produce successful outcomes for the department and, subsequently, for the organization during his 8 years of service with us.

Hameez is a hard-working individual who accepts responsibilities and fulfills his duties well. He is good at multitasking and can perform his assigned job efficiently. Moreover, he always follows the given instructions and never challenges the authorities. Apart from his compliant nature, he is also capable of working independently. He has accomplished a number of tasks successfully with minimum help from supervisors or coworkers.

Other than his various duties, he has also been in charge of preparing our monthly Quality Evaluation reports. The task requires collecting the relevant data from various departments of the company. This data is then assessed and presented in a well-elaborated report for the company’s CEO for monthly evaluation. This is an extremely important responsibility since the progress of the organization depends on the accuracy of this report. Hameez has been coordinating and supervising his team for the preparation of this document every month. It is quite a challenging task and there is no room for error. Through his careful supervision, Hameez has been managing this task competently.

The company has also assigned the task of carrying out internal training programs to Hameez on many occasions. He has been successfully delivering training sessions to employees in various branches of the company. These programs have been planned and delivered independently by Hameez.

Hameez has also established a good rapport with his coworkers. He is cooperative and is always willing to offer his assistance to his colleagues. Everyone in the office always appreciates his respectful and amiable nature. This is one of the reasons why he has been an esteemed member of our team.

Hameez wishes to pursue bigger opportunities abroad. As he leaves the country, the company will lose a treasured employee. However, through his experience and valuable skills in this field, I can state without doubt that Hameez will be an asset to any organization he joins in future.

For further queries about Hameez, I can be reached through email or phone. Kindly refer to the enclosed contact information.

Sincerely,

[Your Name]

[Title]