**Re. Recommendation Letter**

To Whom It May Concern,

I am [name of the person], writing to recommend [name of the employee] for the vacant position of [name the designation]. He is an exceptional person with an excellent work ethic and possesses the qualities of a great and hardworking worker. I personally recommend him to your platform and assure you of his good work and sheer dedication.

Mr. [name] worked in my organization for [#] years which he had to leave ultimately because of his immigration problems in the [name of the city/state]. Due to some personal reasons, [name] had to move back to his hometown. He worked in my organization in several positions during his stay and always demonstrated excellent interpersonal and professional skills at work. He proved himself to be a very dedicated and hard-working employee as is shown in his actively participating behavior and punctuality during his work at [name your organization.

He is very adaptive by nature which makes him a great colleague and team member to work with. He is very friendly and it is always a pleasure to be in his team. Being a flexible person, his adaptability helps in handling clients from different backgrounds and perspectives. He is very creative and therefore, brings innovative solutions to the problems halting any task. This credential of his makes him a great problem-solver and quick decision-maker. He is not impulsive but very quick at learning and understanding the root cause of any issue.

He has always been an asset to my company and I believe he will be more than what he is to your company. I highly recommend him for the position of [name of the position]. You will be pleased to have him on your team. I have attached his office profile with this letter, however, do not hesitate to ask further questions about him if required. Thank you for considering my suggestion.

Sincerely,

[Name]  
[Designation]  
[Company]