The Hiring Manager  
Name of the company  
City, country, Zip Code

Date

Subject: Hiring Recommendation for Ms. EFG

Respected Mr. ABC,

Greetings!

I am Mr. CDF, and it is an immense pleasure for me to recommend Ms. EFG, for the post of (desired post) in your prestigious company (name of the company).

I am Mr. CDF and I want to introduce myself for your kind consideration. I am currently working as regional manager finance in (name of the business firm). I have experience of 20 years in this field and I have come across a lot of candidates in front of me. I have worked with Ms. EFG for two years and she has all the required skills for this job position.

She had been my research student for the MS in agricultural sciences for three years (university name). She has learned a lot about nursery and plant management practices during her professional degree. She also has a hands-on practice in pruning, weeding, fertilization, irrigation, disease, and pest control, and monitoring of general plant health. She is capable to work in harsh environmental conditions and under intense pressure. She also has experience in nursery security-related operations and can train and supervise her co-workers for all the desired operations mentioned in the job advertisement.

She has excellent working experience as a teammate and works efficiently in group settings as well. She is a good team player and a multi-tasker. She is a motivational speaker and team leader as well. She is also good at managing budgets and meeting timelines. I believe she is a suitable candidate for this position.

All her managerial experiences and versatile professional knowledge will provide her future employer a multi-talented, focused, good team manager and well-experienced professional in the areas of agriculture, horticulture, plant management, and project management areas.

If you need any further information about Ms. EFG, please feel free to contact me by email or on call. My contact details are written at the end of this letter. I have also stipulated my visiting card with this letter. I hope you will consider her for this position. I shall be greatly obliged to you for this favor.

Thank you so much for your precious time.

Sincerely,

Your name  
Designation

Signature

Contact details