{NAME}

{Designation} at {company}

{Date}

**Subject: To whom it may concern of recommendation**

To whom it may concern

I [name] am serving as [designation] in [company name] since the last [number of] years. Mr.[name] served as [designation] in our company from [date] to [date]. As his team leader during this time, I trained him for the job requirements and observed his progress. He proved himself to be a hard worker and a very dedicated and devoted employee. His work ethics and professionalism are commendable.

From all the details that I have obtained about your requirements Mr.[name] is suitable for this job and I highly recommend him based on my experience. Feel free to contact me in case of any other queries.

Sincerely,

Name  
Designation  
Company name

Date