To whom it may concern

I would like to recommend .................................................. as a candidate for a position with your organization. With in the period that I knew him while he was a member of our team in ……………….............. Organization since ….......….. I found that he was intelligent, active, responsible and cooperative.

As for speaking for his contributions he mange to do multitask, lead the teamwork, and takes critical decisions.

If there is another query, you can call me back during official business hours at: …...............................................……………. or contact me via email.

Signature

The position

The date