To: ……………………..……………….

From: ………………………………….

**The subject:** [recommendation Letter](https://namozagy.com/%D9%86%D9%85%D9%88%D8%B0%D8%AC-%D8%AA%D9%88%D8%B5%D9%8A%D8%A9/)

To whom it will concern

I have had the pleasure of knowing Mr. ………………………………..……….…. For the last ………..…… years, he was an active employee in his position as …………..…………….……

He has successfully demonstrated leadership ability, and being in charge of multiple tasks and he do it very well.

I feel confident that he will continue to succeed in his new position; if you give him the chance to be a member of your team.

Do not hesitate to ask if there is any question you would like to know.

Sincerely,