

Recommendation Email

From,
Jordan Calderon
430-985 Eleifend St.
Duluth Washington 92611
(427) 930-5255

Date: 04/08-2000

To,
Zorita Anderson
1964 Facilisis Avenue
Bell Gardens Texas 87065

Subject: (_____)

Dear Zorita Anderson,

I have closely worked with [Name of the referred person] at [Name of your organization] for over [number] years where [he/she] worked as [job position of the referred person]. Over these years, [his/her] diligent work has earned [him/her] promotion to the [Manager or Director].

[His/Her] constant pursuit towards an innovative way of working and handling complex projects have earned [him/her] huge accolades. [He/She] is well-liked among [his/her] peers and always has a friendly way of connecting with others. [He/She] is a good team player and encourages others towards success. [Name of the referred person] has outstanding organizational skills, delegation aspects, and people skills that make [him/her] worthy.

I strongly recommend [Name of the referred person] for this position at your company and am confident that [he/she] will bring positive changes to your organization. Please feel free to connect with me at [your phone number] or [your email address] for further queries.

Sincerely,
(Your Signature)
Jordan Calderon

