

# Company letter of recommendation

**[Your Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear (Recipient's Name),

I am writing this letter on behalf of Mr Johnson who has been working as a sales manager in our company from two years. I am highly impressed by the courage and determination of Mr Johnson. Whatever duty were assigned to him during his job, he performed those duties honestly. He is a very talented person and I am not hesitating in recommending him for [ENTER DESCRIPTION HERE if any].

I hope that you will take my recommendation in consideration.

**[Your Name]**

[Senders Title] -Optional-