

# Heartfelt Recommendation Letter

By: [AmbitionBox.com](http://AmbitionBox.com)

{Your name}  
{Company's name}  
{Address}  
{City} {State} {Pin Code}  
{Email}  
{Phone number}

Date:

{Addressee's name}  
{Company's name}  
{Address}  
{City} {State} {Pin Code}

## **Subject: Recommendation**

Dear Mr/Ms. {Addressee's name}

As the {Your title} at {Company's name}, I am writing this letter to sincerely and wholeheartedly support Mr/Ms. {Candidate's name} and his/her desire to join your prestigious company, {Name of the company}. I have known {Candidate's first name} since {number of years} years and I have never been more proud of any other employee working under me as a consultant {you can add the position accordingly in place of "consultant"}.

To talk about the meritorious qualities of Mr/Ms. {Candidate's name} is a tedious task because he/she cannot be judicially described in just a few words. I still remember the first time we interviewed {Candidate's first name} and found him/her to be an exceptionally intelligent person. Being a topper of his/her batch for three consecutive years, {Candidate's first name} was used to keeping his/her mind actively involved in everything he/she did. Be it preparing a complex presentation with me or helping out a new recruit by teaching him/her the ways of working, {Candidate's first name} was always successful in all his/her endeavors. The directors of our company took a special interest in {Candidate's first name}'s perceptions and views because they were always sensible and

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valuable. Being an analytical and observing personality, he/she made sure that no mistake was repeated and spoke against the majority's views regarding a major change in our company's policies because he/she could see the loopholes in it.

What makes {Candidate's first name} more special is the fact that he/she is humble, compassionate and generous towards his/her coworkers. There have been instances when I wasn't present in the company and {Candidate's first name} took the responsibilities on his/her shoulders to help in the smooth functioning of all the processes. His/her knowledge is not limited to just one field and he/she is a quick learner since he/she could manage everything after spending just three months in the company. He/she was more than an employee, he/she was a part of our family and will always be.

Due to his/her personal commitments {Candidate's first name} has to shift and that is why he/she has to leave us. It is not easy for us to say goodbye to such an excellent and inspiring employee but in order to respect his/her choices and decisions, we are glad to let him/her shift to your company. I believe that in {Employer's Company's name}, {Candidate's first name} will be able to find the deserving position for himself/herself which will reward him/her accordingly. Please accept this letter and consider it as my strong recommendation to one of our most precious employees and I hope he/she will continue to shine in your company as well. For any doubts or queries, you can email me or call me at the above-mentioned digits and email address.

Yours Sincerely,  
{Your signature}