(Mention the sender's name)

(Mention Job Title)

(Mention Company name)

(Mention Address, Zip Code)

(Mention the Contact No.)

(Mention Email ID)

(Mention the Date)

(Mention the recipient's name)

(Mention the Job Title)

(Mention Organization's name)

(Mention Address, Zip Code)

(Mention the Contact No.)

(Mention Email ID)

Subject: Recommendation letter for Receiving Clerk

Dear (recipient' name),

I am writing a letter to recommend (mention the name of the candidate) for the position of receiving clerk in your company. In my view, he is the most suitable candidate for this position.

I got to know him while he was working in my company as a trainee under my charge. He is a reliable, trustworthy, and polite person by nature who performs his duties well. He has experience of working as one for over (mention the no. of years) here.

He has all the desired qualifications for the position including an additional (mention name of the degree).

Apart from having good organizational and communication skills, he is good at Maths, has the ability to maintain accurate records, has experience in operating heavy machinery, is a detail-oriented person, has a basic knowledge of computer and data entry, and can work on his feet for long hours.

His responsibilities while working here included managing incoming deliveries to a factory or a warehouse by verifying and signing for shipments, unloading and storing the received items, and processing any returns.

I have seen him grow all these years in his career with all his focus on the tasks assigned to him. I am sure hiring such a person as your next receiving clerk will be beneficial for your company. For any additional information, please contact at my no.

Thanking you

Sincerely,

(Your name)