(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 Security Guard

Dear (recipient' name),

I am writing this letter to recommend (mention name of the candidate) for the security guard position in your company. In my opinion, he is the most suitable candidate for this post.

He is a well-educated person with a degree of (mention name of the degree) from a prestigious institution. He worked with us for (mention the no. of years) before deciding to look for better prospects.

We knew we were going to lose a good and efficient security guard one day, but we never hesitated to let him go. He is active, intelligent, and energetic, and his self-defense training has helped him keep his clients safe.

He is an extremely reliable person who is dedicated to his work. He is perfectly capable of taking short assignments and long-term assignments outside the city as well. Additionally, he has experience in handling emergency situations and theft prevention.

He works well under directions and is also able to work independently. He is skilled in changing conflicting situations into positive scenarios through effective complaint handling and solving skills.

I can assure you that you will never regret your decision of hiring such a capable man as your next security guard. For any additional information, please feel free to reach us.

Thanking you

Sincerely,

(Your name)