

Formal job recommendation

Subject: Recommendation for [Friend's Full Name]

Dear [Hiring Manager's Name],

I am writing to highly recommend my friend, [Friend's Full Name], for the [Job Title] position at your organization. Having known [Friend's First Name] for over [number] years, I have witnessed their remarkable dedication, strong work ethic, and professional integrity.

[Friend's First Name] possesses excellent skills in [mention key skills relevant to the job], along with the ability to work effectively both independently and within a team. Their positive attitude and willingness to go the extra mile make them an outstanding candidate for this role.

I am confident that [Friend's First Name] will bring the same level of commitment and excellence to your organization as they have consistently demonstrated in all aspects of their life. I strongly recommend them for this opportunity without any reservations.

Sincerely,

[Your Name]

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