

Letter emphasizing personal qualities

Subject: Recommendation for [Manager Name]

Dear [Recipient Name],

It is my pleasure to recommend [Manager Name], whose integrity, professionalism, and ethical standards are exemplary. [He/She/They] consistently earns the respect of colleagues and clients alike.

[Manager Name] is a dependable and trustworthy leader who leads by example. I fully endorse [his/her/their] candidacy.

Sincerely,

[Your Name]

[Position]

[Company Name]

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