**Formal Business Letter for Recommendation**

In the post bellow we have provided you a formal business letter template for recommending your colleague for a position in a new company. Since this is quite general layout, we recommend you to add some additional qualification and qualities of your coworker in order to make a successful recommendation. Good luck!

**[LOGO]**

[**Name Surname**]

[**Position**],

[**Senders’ company**]

[**Address**]

[**MM/DD/YYY**]

[**Title**] [**Name Surname of the Recipient**]

[**Position**],

[**Senders’ company**]

[**Address**]

Dear Ms./Mr. [**Surname of the Recipient**],

I am writing this letter to take up an opportunity to recommend my [**position of the coworker**], [**Name Surname of the co-worker**] for the [**position in the recipients’ company**] in your Organization.

It is of my great preasure to recommend [**Nam**e] for this position, as he is one of the best colleagues I ever worked with. [**Nam**e] has been working with me since last ten years. He came to [**Senders’ company**] as a intern and has been working as a [**position of the coworker**], after three promotions and is performing exceptionally well.

[**Name]** is an intelligent and hard working employee and is always eager to take up new responsibilities and completing them efficiently within the given deadlines. He/she is also a person who has demonstrated leadership abilities with persistence and motivation. [**Nam**e]  was highly instrumental and managed the entire **[name of the event/process]** we organized. He/she is an expert in **[quote fields of expertise, for example: management, maintaining records, building up new clients, effective problem solving, etc.]**.

[**Name]**  is one of the best employees in our organization. Thus, I recommend [**Name]**  to take up the position of [**position in the recipients’ company**] in your Organization. He/she will definitely bring prosperity to your Organization through his hard work, sincerity, and team spirit.

You are always welcomed to get any more feedback regarding **[Name]** performance.

Yours Faithfully,

[**Name Surname**]

[**Position**],

[**Senders’ company**]