**Employment Recommendation Letter**

From:

Mr. Azim Pervezji

Chairman & Managing Director

…………………… (Name of Company)

…………………… (Postal Address)

Phone: ……………

Dated ……………..

DO Letter No.1/Azim/Mahendra/Rec/2010

To:

Mr. /Ms ………………….

…………………… (Designation)

…………………… (Name of Company)

…………………… (Postal Address)

Phone: ……………

My dear Mahendra,

Hope this finds you well and in the best of cheer.

If you recollect, on last Sunday, the 25th of ………… (Date) while playing golf, you had mentioned that you are in need of a good Computer Network Administrator for your Company at Hyderabad.

I happen to have just such a person in mind who is personally known to me and has become surplus to my establishment on the closure of my Branch Office at Parel, Mumbai.

I am recommending the case of Mr. /Ms ……………. (Name), the bearer of this letter for the position of Network Administrator for which he/she is eminently qualified. Also, I can personally vouchsafe for his/her honesty, integrity and diligence. You may like to interview him/her and assess the candidate’s suitability in your Office.

With best regards.

Yours sincerely,

Azim