**Sample Recommendation Letter for Former Employee**

From,

Mr Page,

Head of the Marketing Department,

IMB Technologies Ltd,

Houston

To,

Human resource officer,

Orange Technologies Ltd,

Denver

Dear sir/ madam,

I, Mr Page, the head of the marketing department for the IMB Technologies Ltd, am writing this letter to put forward a recommendation for the name of the candidate, Mr Turner, for the post of marketing manager in your firm. Certain personal commitments of Mr Turner has resulted him and his family shifting to Denver and this caused a loss of a valuable asset for our firm.

Mr Turner has been the star performer for the marketing department of our firm for a long time and on a consistent basis. He is capable f elevating the performance of the entire staff working under him. I strongly recommend his name for his activeness and his ability to meet challenging tasks well before the deadline. I am hopeful that your firm appoints him as the new marketing manager and I wish him and your firm all the very best for the future.

Yours sincerely,

Mr Page