**Sample Recommendation Letter for Colleague**

The Chief General Manager (Personnel),

Hindustan Aeronautics Limited,

Bangalore.

Sir,

With reference to the recent circular on selection of best performer in our department, I recommend herewith our senior mechanic Shri. Rameshwar Dutt for the citation this year.  He has been the best performer in our department consistently since last two years when he was transferred here and proved his mettle during the times of crisis.  He has been well qualified and obedient to the superiors.  I know him since last 15 years, he has been my classmate since my high school studies, and I know him personally and am fully confident that he will be an asset to our organization, if given proper encouragement.

His attributes are soft going, pleasant expressions and maintenance of good relations with colleagues and superiors.  Whenever he was asked to do extra work and was asked to do over time, he never mind and do not ask for additional benefit.  If this citation is given to him, it will be recognition for him and will help him as a testimonial for his promotion.

Thanking you.

Yours faithfully,

Manager (machine tools).