

Job Application Recommendation Letter

From,

Mr. Richards,

Human Resource Officer,

Sterling Cinema Chains,

Houston

To,

Mr. William,

Human Resource Officer,

Winston Cinematic Giants Ltd,

San Francisco

Dear Mr. William,

I, Mr. Richards, the human resource officer for the Sterling Cinema Chains, am writing this letter with the purpose of recommending the name of Emily Grant for the post of marketing manager. Emily has been a gem in the marketing division of our firm and the entire Houston is witness to the efforts of Emily. Sterling has been made a household name among the crowd of Houston and the credit entirely goes to Emily. Sterling has been facing an identity crisis despite of making all the correct moves. The appointment of Emily has resulted in the face lift of Sterling in considerably short period of time and only through subtle changes in the approach.

Now, Emily has shifted to San Francisco after her marriage and I recommend her name for post of marketing manager in your firm, since such talent should never go unexploited. I hope my recommendation proves fruitful for both.

Yours sincerely,

Mr. Richards