**Recommendation Letter for Job Confirmation Format**

From:

Richard Brown

Marketing Manager

Elite Hospitality Ltd.

68 Station Road

London

Date: September 25th, 2020

To,

Mr. Andrew Jacob

Manager

Newman Food Supplies Ltd.

St. Arthur Road

Bristol

Dear Mr. Andrew,

This is my personal recommendation for Ana Smith. Ana has been a part of our company for almost five years and until recently, I have been her immediate supervisor. I found her to be committed, hard working and serious with all the projects she has worked on.

Ana is someone who would always give her best to her work. She is a great leader and an impressive motivator. Time and again she has impressed us all with her innovative ideas which have benefited our organization tremendously. Her passion towards her work has helped her deliver the best performances our company has ever seen and that’s the reasons she has always been amongst the topmost performers in our company.

There is no doubt that Ana has been an asset to our company but because of some personal reasons she is required to relocate to Bristol. I strongly and proudly recommend Ana for employment and I am very sure that will prove to be an asset to your organization as well.

For any further details, please feel free to contact me at 9898989898 or email me at richard@abc.com.

Sincerely,

Richard Brown  
Marketing Manager  
Elite Hospitality Ltd.  
London