

Date: [Date]

To: [Hiring Manager Name/Selection Committee]

Company: [Company Name]

Address: [Company Address]

Subject: Recommendation for [Candidate Name]

Dear [Hiring Manager Name],

I am writing to formally recommend [Candidate Name] for the position of Corporate Training Coordinator. Having worked alongside [Candidate Name] for [Number] years in the [Department Name] department at [Current/Former Company], I have seen firsthand their exceptional ability to design and manage professional development programs.

During our time as colleagues, [Candidate Name] consistently demonstrated strong organizational skills and a deep understanding of adult learning principles. They were responsible for [List a specific project or task], which resulted in [Mention a positive outcome, e.g., a 20% increase in employee engagement].

Beyond their technical expertise, [Candidate Name] is an excellent communicator and a collaborative team player. They possess the unique ability to translate complex business needs into actionable training modules while maintaining rapport with stakeholders at all levels of the organization.

I am confident that [Candidate Name] will be a valuable asset to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]