Brief, straightforward letter

| Subject: Recommendation for [Manager Name] |
|---|
| Dear [Recipient Name], |
| I am happy to recommend [Manager Name]. [He/She/They] is an exceptional manager with proven |
| experience in leadership, team management, and achieving organizational goals. |
| I am confident [he/she/they] will contribute significantly to your organization. |
| Best regards, |
| [Your Name] |
| |

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