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Dear [NAMA HR PERUSAHAAN DILAMAR],

It's my absolute pleasure to recommend [NAMA KARYAWAN] for [POSISI] with [NAMA PERUSAHAAN]. [NAMA KARYAWAN] and I worked together where I was his manager at [NAMA PERUSAHAAN] for [DURASI KERJA].

I thoroughly enjoyed my time working with [NAMA KARYAWAN], and came to know [NAMA KARYAWAN] as a truly valuable asset to our team. [NAMA KARYAWAN] honest, dependable, and incredibly hardworking. Beyond that, [NAMA KARYAWAN] an impressive [SEBUTKAN SKILL] who is able to [SEBUTKAN HASILNYA].

[NAMA KARYAWAN] knowledge of [SKILL] and expertise in [SKILL] was a huge advantage to our entire office. [NAMA KARYAWAN] put this skill set to work in order to [PENGHARGAAN].

Along with [NAMA KARYAWAN] undeniable talent, [NAMA KARYAWAN] has always been an absolute joy to work with. [NAMA KARYAWAN] a true team player, and always foster positive discussions and bring the best out of other employees.

Without a doubt, I confidently recommend [NAMA KARYAWAN] to join your team at [PERUSAHAAN DILAMAR]. As a dedicated and knowledgeable employee and an all-around great person, I know that [NAMA KARYAWAN] will be a beneficial addition to your organization.

Please feel free to contact me at [NOMOR ATASAN] if you want to discuss [NAMA KARYAWAN]'s qualifications and experience further. I'd be happy to expand on my recommendation.

Best wishes,

[NAMA ATASAN]

[JABATAN]

[NAMA PERUSAHAAN ATASAN]