Date:

To

[The Recipient Name]  
[Address]

Dear [NAME],

I am writing to extend my support for Mr. (name) who has applied for immigration. Mr. (name) is a valued employee in our (country name) office and he has been working for us for the last (number) years. He was hired on (date) as (designation).

In (year) he was promoted to the (designation). He has headed many landmark projects for our organization including (Project name). He has proved his command in cloud programming, repeatedly in different projects and we feel that he would be best suited to head our new project based in (country name) branch. This project will not only help conserve energy but also be the first step in resolving the current energy crisis.

Mr. (name) has been working for us for a long time and we have found him to be an honest, competent and a very hardworking person. He is of good character and an excellent mentor.

His professionalism, attention to detail, thoroughness, and dedication is something we have witnessed over the years. He has proven himself to be a very valuable employee. We trust him completely or else we would not recommend his immigration.

We want to assure you that giving immigration to him and his immediate family, would be a very good step as competent and hardworking people like him help build our nation. His immediate family includes his wife and two children who are under ten years of age.

For any further queries, feel free to contact me at my phone number (phone number) or mail me at my (email address).

Looking forward to your positive and prompt response.

Yours Sincerely.

Name  
Designation  
Department name