Date:

To: (generally the hospital authority)

Subject: Recommendation letter for [Doctor Name]

Respected Sir/Madam,

This is a recommendation letter which is being written on behalf of Dr. ABC who has served as a doctor in XYZ hospital for almost ten years. Dr. ABC has shown keen interest in his professional and always remained enthusiastic during his job period.

Dr. ABC has shown great administrative qualities during this all time. Occasionally, when I go out of city or state, he takes over the management work that I am supposed to do. I am pretty much sure that he has all the necessary capabilities to manage and handle all those responsibilities that he might get during his service in the cardiology department.

Mr. ABC has handled lots of challenging tasks with great insight. He has played a significant role in improving the administration of the cardiology department. One of his major skills is choosing the most appropriate staff for the cardio ward. In my view, his expertise and skill set can bring a lot of positive changes to our community.

I am very much pleased to recommend Mr. ABC for the position of senior doctor in the cardiology department. You can contact me any time for further queries.

Regards,

Your name:

Your address:

Your signature: