

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Employee's Name] for the position of Store Keeper at your organization. During their time at [Your Company],

[Employee's Name] has consistently demonstrated strong organizational skills, attention to detail, and a solid work ethic.

In their role as a Store Keeper, [Employee's Name] was responsible for managing inventory, coordinating deliveries, and ensuring that all stock was accounted for and properly stored. Their ability to optimize our inventory management process resulted in a 15% reduction in material waste.

[Employee's Name] has always maintained a positive attitude, worked well with team members, and handled stressful situations with ease. Their commitment to maintaining high standards was evident in the cleanliness and organization of our storage facilities.

I am confident that [Employee's Name] would be a valuable addition to your team and bring the same dedication and reliability they showed in their role at [Your Company].

Should you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]