

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Employee's Name] for the position of Security Officer at [Recipient's Organization]. During [his/her/their] time at [Your Organization], [Employee's Name] consistently demonstrated exceptional dedication and professionalism in [his/her/their] role as [Employee's Position].

[Employee's Name] was responsible for [specific duties or responsibilities], and [he/she/they] excelled in [specific accomplishments or qualities, e.g., risk assessment, crisis management, communication skills]. [He/She/They] played a crucial role in [describe a project or situation where the employee showcased their skills], which resulted in [describe positive outcomes].

In addition to [his/her/their] technical skills, [Employee's Name] is a team player who communicates effectively with both colleagues and clients. [He/She/They] possesses a strong sense of integrity and professionalism, which makes [him/her/them] an asset to any security team.

I have no doubt that [Employee's Name] will bring the same level of commitment and excellence to [Recipient's Organization] as [he/she/they] did at [Your Organization]. I highly recommend [him/her/them] for the position of Security Officer, and I believe [he/she/they] will contribute positively to your team.

Please feel free to contact me at [your phone number] or [your email address] should you require any more information.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]