

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for [position or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [Employee's Name] for [duration] at [Your Company/Organization] where [he/she/they] held the position of [Employee's Position].

During this time, [Employee's Name] demonstrated exceptional [skills/qualities relevant to the position]. [He/She/They] consistently [specific example of a relevant achievement or contribution]. [Employee's Name]'s ability to [mention another skill or quality] sets [him/her/them] apart from others.

I am confident that [Employee's Name] will bring the same dedication and expertise to [Recipient's Company/Organization] as [he/she/they] has demonstrated with us. I wholeheartedly recommend [him/her/them] for this position and believe [he/she/they] will be a valuable addition to your team.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]