

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

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for [specific position or opportunity]. During [his/her/their] time at [Your Company/Organization], [he/she/they] has consistently demonstrated [specific skills, qualities, or achievements relevant to the recommendation].

[Provide a detailed example of a relevant accomplishment or skill, including context, actions taken, and results achieved].

In addition to [his/her/their] technical skills, [Employee's Name] possesses [personal qualities, such as leadership, teamwork, communication skills, etc.], which greatly contributed to [specific situation or project].

I am confident that [Employee's Name] will bring the same level of dedication and excellence to [Recipient's Company/Organization]. I highly recommend [him/her/them] for [specific position or opportunity].

Please feel free to contact me if you require any further information or specific examples.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]