

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

Dear [Recipient Name],

I am writing to highly recommend [Employee Name] for [position or opportunity] at [Recipient Company]. During their time at [Your Company], [Employee Name] has consistently demonstrated the key traits associated with their Aquarius zodiac sign--innovation, independence, and a strong sense of teamwork.

[Employee Name] has a unique ability to think outside the box, often coming up with creative solutions that have significantly improved our processes. Their independent work ethic allows them to complete projects efficiently, while their collaborative nature makes them a valued team player who fosters positive working relationships across departments. One project that particularly stands out during [Employee Name]'s tenure was [specific project or achievement], where they [describe contribution and outcome]. This initiative not only showcased their leadership skills but also highlighted their commitment to the company's success.

In addition to their professional qualifications, [Employee Name]'s friendly and open-minded personality makes them a pleasure to work with. They embrace diversity and bring people together, making them an ideal candidate for any team.

I am confident that [Employee Name] will bring the same energy and dedication to [Recipient Company] as they have to ours. I wholeheartedly support their application and believe they would be a tremendous asset to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company]