

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

Dear [Recipient Name],

I am writing to recommend [Job Seeker's Name] for [specific position or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization], where [he/she/they] served as [Job Seeker's Position].

During [his/her/their] time with us, [Job Seeker's Name] demonstrated exceptional [skills/qualities], including [specific skills/qualities relevant to the job]. [He/She/They] was responsible for [briefly describe job responsibilities or projects], and consistently delivered [results or achievements].

[Job Seeker's Name] possesses a strong work ethic, is highly motivated, and has a proven ability to [mention any specific contributions or impacts]. [He/She/They] also has excellent [communication/teamwork/problem-solving] skills, which were evident when [give an example of a relevant experience or achievement].

I am confident that [Job Seeker's Name] will bring the same level of dedication and skill to [Recipient's Company/Organization] as [he/she/they] did at our organization. I highly recommend [him/her/them] for the [specific position or opportunity] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you need any further information or insights regarding [Job Seeker's Name].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]