

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for a position at [Recipient's Company]. During [his/her/their] time at [Your Company], [Employee's Name] held the position of [Employee's Position] and consistently demonstrated exceptional skills in [specific skills related to BPO, e.g., customer service, data entry, etc.].

[Employee's Name] was responsible for [specific tasks or projects], where [he/she/they] showcased [his/her/their] ability to [describe relevant achievements or qualities, e.g., resolve customer issues efficiently, handle high volumes of calls, etc.]. [He/She/They] was an integral part of our team, often going above and beyond to ensure client satisfaction. Furthermore, [his/her/their] strong communication skills and adaptability made [him/her/them] an outstanding team member. [Employee's Name] is not only talented but also a pleasure to work with, bringing a positive attitude and a strong work ethic to the workplace.

I believe [Employee's Name] would be a valuable asset to your organization and excel in the role at [Recipient's Company]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,  
[Your Name]  
[Your Position]