

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Employee's Name], who has worked with us at [Your Company] as a [Employee's Job Title] from [Start Date] to [End Date]. During this time, [he/she/they] has proven to be an invaluable member of our team.

[Employee's Name] consistently demonstrated [his/her/their] [specific skills or qualities, e.g., strong work ethic, leadership abilities, problem-solving skills], making significant contributions to [specific projects, initiatives, or company goals]. [He/She/They] excelled in [specific responsibilities or tasks], showcasing [his/her/their] ability to [describe relevant skills or experiences].

One of the standout projects [Employee's Name] was involved in was [describe a specific project or achievement], where [he/she/they] [explain the employee's role and the outcome]. This experience highlighted [his/her/their] ability to [mention relevant skills or strengths].

Additionally, [Employee's Name] is a natural collaborator, working effectively with colleagues across different departments and always willing to lend assistance when needed. [His/Her/Their] positive attitude and professionalism greatly contributed to our workplace environment. I am confident that [Employee's Name] will bring the same dedication and skills to [Recipient's Company/Opportunity]. [He/She/They] is more than capable of meeting the challenges that lie ahead and will be a great asset to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or would like further information.

Sincerely,

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