

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Candidate's Name], who has worked with me as a [Candidate's Position] at [Your Company/Organization] from [Start Date] to [End Date]. During this time, I have been consistently impressed with [Candidate's Name]'s dedication, skills, and contributions to our team.

[Cite specific examples of the candidate's skills, accomplishments, and professional behavior related to the position they are applying for.]

[Discuss the candidate's work ethic, character, and how they have positively impacted the workplace.]

I strongly believe that [Candidate's Name] will excel in their future endeavors and bring great value to [Recipient's Company/Organization]. I highly recommend [him/her/them] for [specific position or opportunity]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,  
[Your Name]