

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

Dear [Recipient's Name],

I am writing to recommend [Employee's Name], who worked as [Employee's Position] at [Your Company] from [Start Date] to [End Date]. During this time, I had the pleasure of supervising [him/her/them] and witnessing [his/her/their] growth and contributions to our team.

[Employee's Name] demonstrated exceptional skills in [specific skills or tasks], and consistently delivered high-quality work. [He/She/They] is known for [positive traits, e.g., strong work ethic, teamwork, leadership]. One notable project [he/she/they] contributed to was [briefly describe a project or achievement], which resulted in [describe outcome or impact].

[Employee's Name] is also highly regarded for [specific personal qualities, e.g., communication skills, ability to meet deadlines], making [him/her/them] an asset to any organization. I have no doubt that [he/she/they] will bring the same level of dedication and excellence to [Recipient's Company].

I highly recommend [Employee's Name] for the [Job Title] position and believe [he/she/they] will be a valuable addition to your team. Please feel free to contact me at [your phone number] or [your email] if you would like to discuss [his/her/their] qualifications further.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]