

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

Dear [Recipient Name],

I am writing to recommend [Employee's Name] for [specific position, opportunity, etc.]. During their time at [Your Company/Organization], [Employee's Name] has demonstrated exceptional [skills/qualities relevant to the position], consistently exceeding expectations.

[Add specific examples of skills, achievements, or contributions related to the employee's performance.]

[Employee's Name] has [mention any relevant certifications, projects, or experiences that relate to the opportunity they are pursuing]. Their ability to [mention specific skills or attributes] sets them apart as a valuable asset to any team.

I am confident that [Employee's Name] will excel in [new position or opportunity] and contribute positively to [Recipient Company/Organization]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]
[Your Position]