

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

Dear [Recipient Name],

Subject: Professional Evaluation of [Subject's Name]

I am writing to provide a professional evaluation of [Subject's Name], who has worked with [Organization/Department] as a [Subject's Position] from [Start Date] to [End Date].

During this period, [Subject's Name] demonstrated [describe key skills, competencies, or experiences relevant to the evaluation]. [Provide specific examples of accomplishments, contributions, or challenges faced and how they were addressed].

In addition, [Comment on work ethic, teamwork, leadership abilities, or areas for improvement]. [Subject's Name] has shown [qualities or traits that make them stand out].

Overall, I highly recommend [Subject's Name] for [his/her/their] future endeavors as I am confident that [he/she/they] will excel in [describe relevant field or position].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

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