

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

Dear [Recipient Name],

I am writing to highly recommend [Employee's Name] for [position or opportunity] at [Recipient's Company/Organization]. During [his/her/their] time in the [specific department or role] at [Your Company/Organization], I have had the pleasure of working closely with [him/her/them] and have been consistently impressed by [his/her/their] [specific skills, qualities, or contributions].

[Provide specific examples of the employee's skills, accomplishments, and contributions to the team or organization].

[Employee's Name] is not only [adjective, e.g., a dedicated worker], but also [mention additional positive traits, e.g., a team player, innovative thinker, etc.]. [He/She/They] has demonstrated the ability to [mention relevant skills or experiences].

I am confident that [Employee's Name] will bring the same level of commitment and excellence to [Recipient's Company/Organization] as [he/she/they] has to [Your Company/Organization]. I fully support [his/her/their] application and encourage you to consider [him/her/them] for the [position or opportunity].

Please feel free to contact me at [your phone number] or [your email address] if you need any more information or further insights about [Employee's Name].

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position]