

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]

[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Hiring Manager's Name],
I am writing to recommend [Candidate's Name] for the position of [Job Title] at [Company's Name]. I had the pleasure of working with [Candidate's Name] at [Your Company/Organization] for [duration], where they served as [Candidate's Position].
During this time, [Candidate's Name] demonstrated exceptional [describe relevant skills/qualities]. Their ability to [specific example or achievement] was particularly impressive and contributed significantly to our team's success.

[Candidate's Name] possesses excellent [additional skills or traits], which would make them a valuable asset to your team. They have a proven track record of [related accomplishments or roles], showcasing their capability to excel in [specific areas related to the job].

I am confident that [Candidate's Name] will bring the same level of commitment and proficiency to [Company's Name]. I highly recommend them for this position without reservation.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization]