

[Your Name]
[Your Job Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Applicant's Name] for the [specific position] at [Company/Organization Name]. Having worked closely with [him/her/them] for [duration] at [Your Company/Organization], I can confidently attest to [his/her/their] qualifications and work ethic. During [his/her/their] tenure with us, [Applicant's Name] demonstrated exceptional skills in [specific skills or areas relevant to the position], effectively contributing to [specific projects or tasks].

[He/She/They] possesses a strong ability to [insert key talent or characteristic], which I believe would be invaluable to your team.

One of [his/her/their] most notable achievements was [describe a significant accomplishment], showcasing [his/her/their] ability to [relevant skills or traits that pertain to the new position].

In addition to [his/her/their] professional abilities, [Applicant's Name] is a natural team player who effectively collaborates with colleagues and fosters a positive work environment. [He/She/They] admirably navigated challenges such as [specific challenge], displaying not only resilience but also a proactive approach to problem-solving.

I have no doubt that [Applicant's Name] will be a tremendous asset to your organization. I wholeheartedly endorse [him/her/them] for the position and am confident that [his/her/their] contributions will lead to significant benefits for your team.

Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering this recommendation.

Sincerely,

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