

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to recommend [Employee Name] for [position/opportunity]. During [his/her/their] time at [Your Company], [he/she/they] has demonstrated exceptional skills in [specific skills or traits] and consistently exceeded expectations.

[Employee Name] has been instrumental in [specific project or accomplishment], showcasing [his/her/their] ability to [relevant skills/actions taken]. [He/She/They] is a dedicated and reliable individual who works well both independently and as part of a team. I confidently recommend [Employee Name] for [position/opportunity] and believe that [he/she/they] will make a valuable addition to your team. 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 Name]  
[Your Position]