

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

Dear [Recipient Name],

I am writing to recommend [Employee's Name] for [specific position or opportunity] at [Recipient Company]. As [his/her/their] [your relationship to the employee] at [Your Company], I have had the pleasure of working with [Employee's Name] for [duration] and can confidently say that [he/she/they] is an exceptional [job title/role].

During [his/her/their] time with us, [Employee's Name] has demonstrated [specific skills or qualities] that greatly contributed to our team's success. [He/She/They] consistently [provide specific example of their work or achievements].

[Employee's Name] is not only a skilled [job title/role] but also a wonderful team player. [He/She/They] has the ability to work collaboratively with others and is always willing to share knowledge and support team members.

I have no doubt that [Employee's Name] will bring the same level of dedication and expertise to [Recipient Company]. I strongly recommend [him/her/them] for [specific position or opportunity], and I am confident [he/she/they] will be a valuable asset to your team.

Please feel free to contact me at [your phone number] or [your email address] if you would like any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]