

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

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

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for [specific position or opportunity] at [Recipient's Company]. I have had the pleasure of working with [Employee's Name] for [duration of time] at [Your Company], where they have consistently demonstrated outstanding qualities and skills.

[Employee's Name] has shown exceptional [character trait or skill] throughout their tenure with us. For example, [provide a specific example or anecdote that highlights this trait]. This speaks volumes about their [further character traits, such as reliability, integrity, or teamwork]. In addition to their impressive work ethic, [Employee's Name] possesses strong [another relevant skill or trait], which has positively impacted our [team, department, or company]. They [specific achievement or contribution].

I am confident that [Employee's Name] will bring the same level of dedication and excellence to [Recipient's Company]. I wholeheartedly recommend them without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Sincerely,

[Your Name]
[Your Position]