

[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 writing to recommend [Employee Name] for [specific position or opportunity]. During [his/her/their] time at [Your Company], [he/she/they] consistently demonstrated exceptional skills in [mention specific skills or attributes].

[Provide a brief example of a project or task where the employee excelled]. [Employee Name] is not only [adjective] but also [adjective], which greatly contributed to our team's success.

I am confident that [Employee Name] will bring the same dedication and expertise to [Recipient Company]. I highly recommend [him/her/them] without reservation.

Please feel free to contact me for further information.

Sincerely,
[Your Name]