

[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 enthusiastically 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] in my capacity as [Your Position] at [Your Company]. During this time, I have been consistently impressed by their [describe relevant qualities, skills, and contributions].

[Paragraph 1: Detail Employee's Role and Responsibilities]

In their role as [Employee's Job Title], [Employee's Name] was responsible for [specific duties and responsibilities]. They demonstrated a keen ability to [mention specific skills or tasks], leading to [specific outcome or achievement]. Their commitment to excellence was evident in [example or project].

[Paragraph 2: Highlight Key Strengths and Contributions]

[Employee's Name] possesses remarkable [mention key skills, e.g., analytical skills, teamwork, leadership]. One notable instance was when [provide a specific example that showcases their strengths]. This not only benefited our team but also [illustrate the impact on the company or project].

[Paragraph 3: Personal Qualities]

Beyond their professional capabilities, [Employee's Name] is a true pleasure to work with. Their [mention personal qualities, e.g., positive attitude, reliability, integrity] has fostered a collaborative environment and motivated their peers. [Provide an anecdote illustrating these qualities.]

[Paragraph 4: Conclusion]

In summary, I wholeheartedly recommend [Employee's Name] for the [specific position]. I am confident that they will bring the same dedication and enthusiasm to [Recipient's Company] as they have at [Your Company]. Please feel free to contact me at [phone number] or [email address] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

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