

[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 pleased to write this recommendation letter for [Employee's Name], who has been an integral part of our team at [Your Company] for [duration]. During this time, I have had the opportunity to observe [him/her/their] in various capacities and am impressed by [his/her/their] dedication and professionalism.

[Employee's Name] is known for [specific skills or traits], and has consistently delivered high-quality work. One of [his/her/their] notable contributions was [specific project or achievement], which showcased [his/her/their] ability to [describe skills or impact].

In addition to [his/her/their] technical capabilities, [Employee's Name] demonstrates exceptional [character traits, e.g., teamwork, communication, problem-solving]. [He/She/They] is always willing to support colleagues and contribute to a positive workplace culture.

I highly recommend [Employee's Name] for [position/opportunity], as I am confident that [he/she/they] will bring the same level of dedication and skill to your organization.

Please feel free to contact me at [your phone number or email] if you have any questions or need further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]