

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

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for [specific position, opportunity, or purpose] at [Recipient's Company/Organization]. I have had the pleasure of working with [Employee's Name] for [duration] at [Your Company], where [he/she/they] served as [Employee's Job Title]. During this time, [Employee's Name] has demonstrated [specific skills, qualities, or achievements]. For instance, [provide a specific example of a project, achievement, or performance that highlights their strengths]. [Employee's Name] consistently exhibits [traits such as professionalism, teamwork, leadership, etc.], which makes [him/her/them] an invaluable asset to our team. [He/She/They] has the ability to [mention relevant skills or positive behavior], which significantly contributes to our goals.

I am confident that [Employee's Name] will bring the same dedication and excellence to [Recipient's Company/Organization]. I wholeheartedly recommend [him/her/them] for the [specific position or opportunity] and believe [he/she/they] will exceed your expectations.

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

Sincerely,

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