

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Employee's Name], who has worked with us at [Your Company Name] as a [Employee's Position] from [Start Date] to [End Date].

During their time with our team, [Employee's Name] has consistently demonstrated exceptional [skills/qualities, e.g., problem-solving skills, dedication, teamwork]. One of their notable contributions was [specific project or achievement], which resulted in [positive outcome or impact].

[Employee's Name] possesses strong [mention any relevant skills or attributes related to the job they are applying for], and they have a unique ability to [example of soft skills, such as communication, leadership, etc.]. Their proactive approach to [specific task or responsibility] and commitment to [company values or goals] have made a significant impact on our organization.

I am confident that [Employee's Name] will bring the same level of commitment and excellence to [Recipient's Company]. I highly recommend them for the [specific position] and believe they will be a valuable asset to your team.

Should you require any further information or specific examples of their work, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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