

[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 wholeheartedly recommend [Employee's Name] for [specific position or opportunity] at [Recipient's Company]. Having worked alongside [him/her/them] for [duration] at [Your Company], I have witnessed firsthand the exceptional skills and dedication [he/she/they] brings to [his/her/their] work.

During [his/her/their] time in the role of [Employee's Position], [Employee's Name] consistently demonstrated [specific qualities/skills, e.g., leadership, creativity, teamwork]. [He/She/They] was instrumental in [describe a significant project or achievement], showcasing not only [his/her/their] professional capabilities but also [his/her/their] strong work ethic and commitment to excellence.

[Employee's Name] is not only a talented [profession/role] but also a supportive colleague who fosters a positive and collaborative working environment. [He/She/They] has a natural ability to motivate others and contributes to team success through [mention any specific examples of teamwork or collaboration].

I have no doubt that [Employee's Name] will be a valuable addition to your team at [Recipient's Company]. [He/She/They] is passionate about [specific area related to the new position], and I believe [he/she/they] will thrive in your organization.

Please feel free to reach out to me at [your phone number] or [your email address] if you have any further questions or require additional information.

Sincerely,

[Your Name]
[Your Position]