

[Your Name]  
[Your Title]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a recommendation for [Employee's Name], who has been [his/her/their] [job title] at [Your Company] for [duration]. During this time, [Employee's Name] has consistently demonstrated excellence in [specific skills or areas related to the industry].

[Employee's Name] has played a pivotal role in [describe specific project or accomplishment relevant to the industry]. [He/She/They] has a deep understanding of [industry-specific knowledge or technologies] and has been instrumental in driving [describe outcomes or improvements].

In addition to [his/her/their] technical skills, [Employee's Name] possesses exceptional [mention soft skills relevant to the industry, such as teamwork, communication, leadership, etc.]. [He/She/They] thrives in [describe type of work environment, e.g., fast-paced, collaborative] and is always willing to go above and beyond to ensure project success.

I highly recommend [Employee's Name] for [position or opportunity] at [Recipient's Company]. I am confident that [he/she/they] will bring the same dedication and expertise to your team that [he/she/they] has exhibited at [Your Company].

Please feel free to contact me at [your phone number] or [your email] if you need any more information or specific examples of [Employee's Name]'s work.

Sincerely,

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