

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

Dear [Recipient Name],

I am writing to recommend [Employee's Name] for the position of [Position Title] at [Recipient Company]. I have had the pleasure of working with [Employee's Name] for [duration] at [Your Company], where they have been a valuable member of our team as a [Employee's Position].

During this time, [Employee's Name] has demonstrated exceptional skills in [specific skills or attributes], consistently producing high-quality work and contributing positively to our projects. Their ability to [mention specific achievements or contributions] has greatly benefited our team and organization.

[Employee's Name] is not only skilled but also possesses a strong work ethic and a positive attitude that inspires those around them. They are a reliable team player who always goes above and beyond to ensure the success of their team.

I am confident that [Employee's Name] will bring the same level of dedication and excellence to [Recipient Company] as they have displayed at [Your Company]. I highly recommend them for the role, and I believe they will be a great asset to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or insights.

Sincerely,

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