

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

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company]
[Recipient's 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] as a [Employee's Job Title] from [Start Date] to [End Date]. During their time with us, I have been consistently impressed by [Employee's Name]'s dedication, creativity, and ability to collaborate effectively in a team-oriented environment.

[Employee's Name] has demonstrated exceptional skills in [specific skills or tasks related to the job]. One particular project that stands out is [specific project or achievement], where their contributions led to [positive outcome/results]. This not only showcases their professional capabilities but also their drive to exceed expectations and deliver quality work.

In addition to their technical skills, [Employee's Name] possesses excellent interpersonal skills. They are an effective communicator and are respected by peers and supervisors alike. Their positive attitude and willingness to assist others make them a pleasure to work with.

I have no doubt that [Employee's Name] would be an invaluable asset to any organization. I highly recommend them for any opportunities they pursue in the future. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]