

[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]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Employee's Name] for [specific position or opportunity]. [He/She/They] has worked with us at [Your Company] as a [Employee's Position] for [duration of employment], during which time [he/she/they] has consistently demonstrated exceptional skills and a strong work ethic.

[Employee's Name] has excelled in [specific skills or duties], showcasing [his/her/their] ability to [mention examples of achievements or contributions]. [His/Her/Their] proficiency in [specific software, tools, or methodologies] has significantly benefited our team, especially in [specific projects or tasks].

In addition to [his/her/their] technical skills, [Employee's Name] is an excellent team player and possesses outstanding communication skills.

[He/She/They] has worked well with colleagues across departments and has embraced leadership opportunities when they arose, fostering a collaborative and productive environment.

I have no doubt that [Employee's Name] will bring the same level of dedication and expertise to [Recipient's Company or Position].

[He/She/They] is a valued member of our team, and I strongly endorse [his/her/their] application for this new opportunity.

Please feel free to contact me at [your phone number] or [your email] should you require any further information or specifics regarding

[Employee's Name]'s qualifications.

Sincerely,

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