

[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 recommend [Employee's Name] for [position or opportunity] at [Recipient's Company]. During their time at [Your Company], [Employee's Name] has consistently demonstrated [mention key qualities, skills, and achievements].

[He/She/They] played a vital role in [specific project or responsibility] and showcased [skills or attributes, such as leadership, teamwork, problem-solving abilities]. [Employee's Name]'s [positive trait, such as work ethic, creativity, etc.] greatly contributed to our team's success. I am confident that [Employee's Name] will bring the same dedication and excellence to [Recipient's Company]. Please feel free to contact me at [your phone number] or [your email address] if you need further information.

Sincerely,

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