

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Employee's Name] for [specific position or opportunity] at [Recipient Company]. I have had the pleasure of working alongside [Employee's Name] for [duration] at [Your Company], where they have made remarkable contributions as a [Employee's Job Title].

During their time with us, [Employee's Name] demonstrated exceptional skills in [specific skills or experiences relevant to the new position]. One of their standout projects was [describe a specific project or responsibility], which resulted in [specific results or achievements]. This experience showcases [his/her/their] ability to [relevant ability related to the new position].

[Employee's Name] is not only proficient in their technical skills but also possesses outstanding interpersonal abilities. They are [describe personal qualities, e.g., "a natural leader," "an excellent communicator," "highly collaborative"], which fosters a positive and productive work environment. [Provide an example of how they worked well with others or contributed to team dynamics].

I am confident that [Employee's Name] will bring the same level of dedication, professionalism, and excellence to [Recipient Company] as they have consistently demonstrated at [Your Company].

Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [Employee's Name]'s qualifications further.

Sincerely,

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