

[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]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Employee's Name] for [specific position or opportunity] at [Recipient's Company]. In my capacity as [Your Position] at [Your Company], I have had the pleasure of working closely with [Employee's Name] for [duration of time], during which time they consistently demonstrated exceptional skills, dedication, and professionalism.

From the outset, [Employee's Name] has impressed me with their ability to [specific skill or quality], which is a testament to their outstanding capabilities. For example, [provide a specific example or anecdote that highlights their contribution]. Their skill in [mention any relevant skills] has not only enhanced our team's performance but has also contributed significantly to our company's overall success.

In addition to their skill set, [Employee's Name] brings a positive attitude and a collaborative spirit to the workplace. They have a unique ability to [describe interpersonal skills or teamwork qualities], making them a highly respected and valued member of our team. Their capacity to [mention another important quality or category of work] has proven essential during [specific project or situation], resulting in [outcome or achievement].

I am confident that [Employee's Name] will bring the same level of excellence and commitment to [Recipient's Company] as they have shown at [Your Company]. I highly recommend them without reservation. Should you have any further questions, please do not hesitate to contact me.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Job Title]