

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Employee Name] for [specific position or opportunity] at [Recipient Company]. During [his/her/their] tenure at [Your Company], [Employee Name] has consistently demonstrated exceptional skills and professionalism.

In [his/her/their] role as [Employee's Job Title], [he/she/they] has [describe key responsibilities, achievements, and contributions].

[He/She/They] has a remarkable ability to [mention relevant skills or qualities], which has significantly benefited our team and organization. One of the standout projects that [Employee Name] led was [specific project or task]. Through [his/her/their] efforts, [describe results and outcomes]. This exemplifies [his/her/their] commitment to excellence and ability to drive results.

[Employee Name] is not only an outstanding employee but also a team player. [He/She/They] has positively influenced the workplace culture by [mention how they contributed to team dynamics or morale].

[His/Her/Their] communication skills, combined with a willingness to support peers, make [him/her/them] a great asset.

I have no doubt that [Employee Name] will bring the same level of dedication and expertise to [Recipient Company] as [he/she/they] did at [Your Company]. I highly recommend [him/her/them] without reservation for [specific position or opportunity].

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

Sincerely,

[Your Name]
[Your Position]