

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the [specific position] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company], where they served as [Candidate's Position].

During this time, [Candidate's Name] demonstrated exceptional skills in [specific skills or technologies relevant to the job]. They were instrumental in [describe significant projects or achievements], showcasing their ability to [mention qualities such as problem-solving, teamwork, leadership].

[Candidate's Name] consistently exhibited a strong work ethic and a passion for [mention aspects of IT relevant to the job, such as software development, network security, etc.]. Their ability to adapt to new challenges and learn quickly sets them apart from their peers.

I have no doubt that [Candidate's Name] will bring the same level of dedication and expertise to [Company Name]. I strongly endorse their application and am confident that they will contribute significantly to your team.

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]
[Your Company]