

[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 [Candidate's Name] for the position of IT Specialist at [Recipient Company]. Having worked with [Candidate's Name] for [duration] at [Your Company], I can confidently say that they are a highly skilled and dedicated professional. During their time with us, [Candidate's Name] demonstrated exceptional knowledge in [specific technologies, tools, or languages], effectively addressing network issues and improving system performance. Their ability to troubleshoot and resolve complex problems has significantly contributed to our operational efficiency.

[Candidate's Name] is not only technically proficient but also possesses excellent communication skills. They have a unique ability to convey complex information in an understandable manner, making collaboration with non-technical team members seamless. Additionally, their proactive approach to [specific project or responsibility] resulted in [specific outcome or achievement].

I am confident that [Candidate's Name] will bring the same level of dedication and expertise to [Recipient Company] as they have shown at [Your Company]. I highly recommend them for the IT Specialist position and believe they will be a valuable addition to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Sincerely,

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