

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to recommend [Candidate's Name] for the [Job Title/Position] at [Company's Name]. Having worked closely with [him/her/them] for [duration] at [Your Company/Organization], I can confidently attest to [his/her/their] skills and dedication.

During our time together, [Candidate's Name] demonstrated exceptional ability in [specific skills or responsibilities related to the job].

[He/She/They] consistently [provide a positive behavior or outcome], which significantly contributed to [specific project or goal].

Moreover, [Candidate's Name] possesses strong [personal qualities or soft skills, e.g., communication, teamwork, problem-solving], making [him/her/them] a great fit for your team. [He/She/They] not only excels in [his/her/their] technical skills but also fosters a positive work environment through [specific example].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and expertise to [Company's Name] as [he/she/they] has in our organization. I highly recommend [him/her/them] for the position of [Job Title/Position], and I believe [he/she/they] will be an asset 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 Job Title]
[Your Company/Organization]