

[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 recommend [Candidate's Name] for the position of [Job Title] at [Recipient Company]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company], where [he/she/they] served as [Candidate's Position].

During this time, [Candidate's Name] consistently demonstrated [specific qualities or skills] which contributed significantly to our team's success. For example, [provide a specific example of a project or achievement].

[He/She/They] possesses excellent [list relevant skills or traits] that I believe will be beneficial in [new position/career]. Furthermore, [Candidate's Name] has an extraordinary ability to [additional skills, e.g., collaborate, lead, innovate], making [him/her/them] a great asset to any team.

I am confident that [Candidate's Name] will excel in [his/her/their] new role at [Recipient Company]. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions. Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]