

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

[Recipient Name]  
[Recipient Title]  
Johnson & Johnson  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to recommend [Candidate's Name] for the [specific position] at Johnson & Johnson. I have had the privilege of working alongside [Candidate's Name] at [Your Company/Organization] for [duration] in the capacity of [your relationship, e.g., supervisor, colleague].

During this time, [he/she/they] demonstrated exceptional skills in [specific skills or qualities relevant to the position], exemplifying [his/her/their] commitment to excellence and innovation. One of the most noteworthy projects [he/she/they] undertook was [briefly describe a relevant project or achievement], which resulted in [quantifiable outcome or recognition].

[Candidate's Name] is a natural leader who effectively collaborates with team members across various departments. [He/She/They] consistently promotes a positive work environment and inspires others to achieve their best. Furthermore, [his/her/their] ability to [mention specific technical skills or soft skills] makes [him/her/them] an ideal candidate for a role at Johnson & Johnson.

In conclusion, I highly recommend [Candidate's Name] for the [specific position] at Johnson & Johnson. [His/Her/Their] strong work ethic, innovative mindset, and dedication to [key values or goals related to JNJ] would make [him/her/them] a valuable asset to your team. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,  
[Your Name]  
[Your Position]