

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

Dear [Recipient's Name],

I am writing to endorse [Employee's Name] for the position of [Job Title] at [Company Name]. As [his/her/their] [Your Relationship to Employee, e.g., manager, supervisor] at [Your Company Name] for the past [Length of Time], I have had the pleasure of witnessing [his/her/their] professional growth and commitment to excellence.

[Employee's Name] has demonstrated exceptional skills in [specific skills or competencies related to the job], consistently achieving [specific achievements or contributions]. [He/She/They] is known for [his/her/their] ability to [specific strengths or qualities relevant to the new job], making [him/her/them] an ideal candidate for the [Job Title] position.

I am confident that [Employee's Name] will bring [his/her/their] expertise, dedication, and positive attitude to [New Company Name]. I fully support [his/her/their] application and believe that [he/she/they] will be a valuable asset to your team.

If you have any further questions regarding [Employee's Name]'s qualifications or my endorsement, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Company Name]