

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

Dear [Recipient Name],

I am writing to recommend [Employee Name] for the position of [Job Title] at [Recipient Company]. As [Employee's Position] at [Your Company], [he/she/they] has consistently demonstrated exceptional skills and a strong work ethic.

During [his/her/their] time with us, [Employee Name] has successfully [mention specific achievements or responsibilities], which significantly contributed to our team's success. [He/She/They] possesses excellent [specific skills relevant to the job], making [him/her/them] a perfect fit for your team.

[Employee Name] is not only talented but also a great team player, always willing to support colleagues and share knowledge. [He/She/They] displayed remarkable [mention any soft skills, such as leadership, communication, etc.], which I believe will be valuable in [Recipient Company].

I wholeheartedly endorse [Employee Name] for this opportunity and believe [he/she/they] will be a tremendous asset to your organization. Please feel free to contact me at [your phone number] or [your email] if you have any questions.

Sincerely,

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