

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to support [Employee's Name] in their application for the [Job Title] position at [Company/Organization Name]. As [his/her/their] current employer at [Your Company Name], I have had the pleasure of working alongside [Employee's Name] for [duration] and have witnessed [his/her/their] professional growth and contributions to our team.

During [his/her/their] time with us, [Employee's Name] has demonstrated exceptional skills in [mention relevant skills or responsibilities], showing a consistent ability to [mention achievements or contributions]. [He/She/They] possesses a strong work ethic, excellent communication skills, and the ability to thrive in challenging situations.

I believe [Employee's Name] would be a valuable addition to your team, bringing [his/her/their] experience and enthusiasm to the role. I fully endorse [his/her/their] application and am confident that [he/she/they] will excel in the new position.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for considering [Employee's Name] for this opportunity.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]