

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name], who has applied for the position of [Position Title] at [Company Name]. It has been my pleasure to work alongside [Candidate's Name] for [duration of time] at [Your Company/Organization], where [he/she/they] served as [Candidate's Position].

During this time, I have been consistently impressed with [Candidate's Name]'s [specific skills or attributes, e.g., work ethic, creativity, leadership abilities]. [He/She/They] demonstrated [describe specific accomplishments or responsibilities that relate to the job].

[Insert specific example of a project or accomplishment that showcases the candidate's qualifications.] This experience is a great testament to [his/her/their] ability to [relevant skills or qualities related to the prospective job].

[Candidate's Name] is not only a skilled professional but also a great team player. [He/She/They] brings positivity and motivation to the workplace, which contributes greatly to overall team dynamics.

I am confident that [Candidate's Name] would be a valuable addition to your team at [Company Name]. [He/She/They] have my highest recommendation, and I am certain that [he/she/they] will excel in the role of [Position Title].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or specific examples regarding [Candidate's Name]'s qualifications.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]