

[Your Name]
[Your Position]
[Your Company/Organization]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Immigration New Zealand]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for the New Zealand work permit. I have had the pleasure of working with [Employee's Name] for [duration] at [Company Name], where [he/she/they] has held the position of [Employee's Position].

During this time, [Employee's Name] has demonstrated exceptional skills in [specific skills or qualifications relevant to the job], and has consistently contributed to the success of our team. [He/She/They] is known for [specific accomplishments or traits that make them a valuable employee].

I am confident that [Employee's Name] will be an asset to any organization in New Zealand and will continue to excel in [his/her/their] field. [He/She/They] possesses a strong work ethic, adaptability, and a willingness to learn, which will greatly benefit [his/her/their] future employer.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification regarding [Employee's Name] and [his/her/their] application.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]