

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

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for [specific position or opportunity] within [Recipient's Company/Organization]. I have had the pleasure of working with [Employee's Name] for [duration] at [Your Company/Organization], where [he/she/they] has served as [Employee's Position].

During [his/her/their] time with us, [Employee's Name] consistently demonstrated exceptional skills in [specific skills or areas relevant to the new position]. [He/She/They] has a strong ability to [provide specific examples of work or achievements]. [Employee's Name] is also known for [mention any personal qualities such as teamwork, leadership, reliability].

I am confident that [Employee's Name] will bring the same dedication and outstanding performance to [Recipient's Company/Organization].

[He/She/They] would be a valuable addition to your team, and I wholeheartedly recommend [him/her/them] for this opportunity.

Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or need additional information.

Sincerely,

[Your Name]  
[Your Position]