

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the [Position/Internship/Opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] during their on-the-job training with us from [Start Date] to [End Date].

Throughout their time here, [Candidate's Name] demonstrated [specific skills or qualities, e.g., strong work ethic, enthusiasm, adaptability]. They were involved in [briefly describe tasks or projects], showcasing their ability to [describe any relevant achievements or contributions]. One of the highlights of [Candidate's Name]'s training was [specific example of a task/project]. This experience not only revealed their [specific skill, e.g., problem-solving abilities], but also their capacity to work collaboratively with the team.

I am confident that [Candidate's Name] will bring the same dedication and professionalism to [Recipient's Company/Organization]. They are a quick learner and possess the ability to adapt to new environments, making them a great fit for your team.

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

Sincerely,

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