

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

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for [specific job or position] at [Recipient's Company]. During [his/her/their] tenure at [Your Company] as [Employee's Position], I have had the pleasure of working closely with [him/her/them] and have witnessed firsthand [his/her/their] exceptional skills and dedication.

[Employee's Name] has consistently demonstrated [mention specific skills or qualities, e.g., strong leadership, problem-solving abilities, teamwork]. [He/She/They] played a pivotal role in [describe a specific project, achievement, or contribution], which resulted in [describe the outcome or impact].

Furthermore, [Employee's Name] is known for [mention additional qualities such as work ethic, communication skills, adaptability]. [His/Her/Their] positive attitude and professionalism make [him/her/them] a pleasure to work with.

I am confident that [Employee's Name] will bring the same level of commitment and expertise to [Recipient's Company]. I wholeheartedly endorse [his/her/their] application and believe [he/she/they] will be a valuable addition to 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 Title]