

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

Dear [Recipient's Name],

I am writing to wholeheartedly endorse my colleague, [Colleague's Name], who has been a valuable member of our team at [Your Company/Organization] for [duration of time]. During this time, I have had the pleasure of working closely with [him/her/them] and have consistently been impressed by [his/her/their] work ethic, integrity, and commitment to excellence.

[Colleague's Name] is known for [specific skill or attribute] and has successfully [specific example of contribution or achievement].

[He/She/They] is a true team player who fosters a collaborative environment and is always willing to lend a helping hand to others.

One of the greatest strengths of [Colleague's Name] is [specific strength or quality], which has greatly contributed to our projects, such as [specific project or achievement]. [He/She/They] approaches challenges with a positive attitude and an unwavering dedication to finding solutions.

I am confident that [Colleague's Name] would be an asset to any organization and I highly recommend [him/her/them] without reservation. If you would like any further information, please feel free to reach out to me at [your phone number] or [your email address].

Thank you for considering my endorsement of this exceptional individual.

Sincerely,

[Your Name]
[Your Position]