

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to recommend [Employee's Name] for the position of [Job Title] at [Company Name]. I have had the pleasure of knowing [Employee's Name] for [duration] as [his/her/their] [relation to the employee, e.g., supervisor, colleague].

During this time, I have been consistently impressed with [his/her/their] ability to [specific skills or attributes]. [He/She/They] has demonstrated [specific examples of achievements or contributions], which I believe would be valuable to your team.

[Employee's Name] is also known for [mention any soft skills or personality traits, e.g., teamwork, communication skills]. [Provide specific example or anecdote that illustrates these qualities].

In conclusion, I highly recommend [Employee's Name] for the position at [Company Name]. I am confident that [he/she/they] will be a great asset to your organization. Please feel free to contact me at [your phone number] or [your email] if you have any questions.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company, if applicable]