

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Employee's Name] as part of their performance review. I have had the privilege of working with [Employee's Name] for [duration] in the role of [Employee's Position] at [Company Name].

During this time, [he/she/they] has consistently demonstrated exceptional skills and a strong work ethic. [He/She/They] has played a crucial role in [specific project or task], showcasing [his/her/their] ability to [specific skills or achievements].

[Employee's Name] exhibits qualities such as [list qualities - e.g., leadership, teamwork, creativity], which greatly enhance our team's performance and morale. [He/She/They] is particularly noted for [specific example of a notable contribution or achievement].

In addition, [his/her/their] adaptability and willingness to take on new challenges are commendable. [He/She/They] has a natural ability to engage with colleagues and clients alike, making [him/her/them] an invaluable member of our team.

I wholeheartedly recommend [Employee's Name] for a favorable performance review. I am confident that [his/her/their] continued growth and contributions will greatly benefit our organization.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]