

[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 writing to highly recommend [Candidate's Name] for the position of QA Engineer at [Recipient's Company]. I had the pleasure of working with [him/her/them] at [Your Company] for [duration], where [he/she/they] consistently demonstrated exceptional skills and dedication in [his/her/their] role.

During [his/her/their] time with us, [Candidate's Name] was responsible for [describe relevant responsibilities]. [He/She/They] meticulously applied [specific tools or methodologies], ensuring the highest quality standards were met in our products.

One of [Candidate's Name]'s most notable achievements was [describe a specific project or accomplishment]. This not only improved our testing processes but also contributed significantly to our project completion timelines.

[His/Her/Their] attention to detail, strong analytical skills, and ability to work collaboratively make [him/her/them] a valuable asset to any team. [Candidate's Name] is also known for [mention any soft skills or traits, such as communication, leadership, etc.].

I am confident that [Candidate's Name] will excel in the QA Engineer role at [Recipient's Company] and make meaningful contributions to your team. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]