

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Employee's Name], who has been an invaluable member of the team at Qdoba for [duration of employment]. Throughout their time with us, [Employee's Name] consistently demonstrated a strong work ethic, exceptional customer service skills, and an unwavering commitment to excellence.

[Provide specific examples of the employee's contributions, skills, and attributes that exemplify their suitability for the opportunity they are pursuing.]

[Employee's Name] has the ability to [mention any relevant skills or qualities, such as teamwork, problem-solving, or leadership], and has proven to be a reliable and trustworthy team player. Their positive attitude and dedication have significantly contributed to our team's success and have fostered a welcoming atmosphere for our customers.

I am confident that [Employee's Name] will be a valuable asset to any organization they choose to join. I fully support their application and believe that they have the skills and determination to excel in their future endeavors.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information or specific examples of [Employee's Name]'s accomplishments.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]