

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Employee Name] for [specific position/opportunity] at [Recipient Company]. [He/She/They] has been a valuable member of our team at [Your Company Name] since [Employee's Start Date]. During [his/her/their] time with us, [Employee Name] has consistently demonstrated [key skills or qualities relevant to the position, e.g., strong leadership, effective communication, analytical thinking].

[He/She/They] played a crucial role in [describe a specific project, contribution, or achievement], which resulted in [positive outcome, such as increased sales, improved efficiency, etc.].

[Employee Name] possesses a remarkable ability to [mention any unique skills or traits], which has been essential in [describe how these skills have benefited the company or team]. Furthermore, [he/she/they] is known for [positive personal attributes, e.g., punctuality, teamwork, work ethic], making [him/her/them] well-liked and respected among peers.

I have no doubt that [Employee Name] will bring the same level of dedication and excellence to [Recipient Company]. [He/She/They] would be a tremendous asset to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]