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[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to highly recommend [Candidate's Name] for [specific
position or program] at QNX. I have had the pleasure of working with
[him/her/them] for [duration] at [Your Company/Organization], where
[he/she/they] served as [Candidate's Position].
During [his/her/their] time with us, [Candidate's Name] demonstrated
[specific skills or attributes relevant to QNX, e.g., technical
expertise, problem-solving abilities, teamwork]. [He/She/They]
successfully [specific achievements or projects], showing [his/her/their]
capability in [related tasks or technologies].
[Include a paragraph discussing personal qualities, work ethic, or any
additional relevant skills.]
I believe that [Candidate's Name] would be an exceptional addition to QNX
due to [his/her/their] [mention specific traits that align with the
company's values or needs]. I wholeheartedly support [his/her/their]
application and am confident that [he/she/they] will excel in this role.
Please feel free to contact me at [your phone number] or [your email
address] if you need any more information or further insights about
[Candidate's Name].
Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization]
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