

[Your Company Letterhead]

[Date]

[Recipient's 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 worked with us at [Company Name] as a [Employee's Job Title] from [Start Date] to [End Date].

Throughout their tenure, [Employee's Name] demonstrated exceptional skills in [specific skills or areas of expertise]. Their ability to [mention key responsibilities or contributions] significantly benefited our team and the overall success of our projects.

In addition to their technical expertise, [Employee's Name] exhibited outstanding qualities such as [mention soft skills, e.g., teamwork, communication, leadership]. They consistently approached challenges with a positive attitude and a strong work ethic, making them a valued member of our team.

I highly recommend [Employee's Name] for any position they may pursue. I am confident that they will bring the same dedication and professionalism to your organization as they did in ours.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]