

[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 wholeheartedly recommend [Employee's Name] for [specific opportunity, e.g., a position, program, etc.]. As [Employee's Name]'s supervisor at [Your Company/Organization] for [duration], I have had the pleasure of witnessing their professional growth and remarkable contributions to our team.

During their time with us, [Employee's Name] has consistently demonstrated exceptional [key skills/traits, e.g., leadership, problem-solving, teamwork]. One of their most significant achievements was [specific example of an achievement or contribution]. This not only showcased their skills but also positively impacted our team and organization.

[Employee's Name] is highly adaptable and possesses a strong work ethic, always maintaining a positive attitude even in challenging situations. Their ability to [mention another key skill or quality] sets them apart from other candidates.

I am confident that [Employee's Name] will excel in [the opportunity they are applying for], bringing the same level of dedication and excellence as they have consistently shown in their role with us.

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

Sincerely,

[Your Name]
[Your Position]