

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

Dear [Recipient Name],

I am writing to wholeheartedly endorse [Employee's Name] for the position of Security Guard. During their time with [Your Company/Organization Name], [Employee's Name] has demonstrated exceptional skills in [specific skills/qualities related to security], consistently adhering to our standards of safety and professionalism.

[Provide specific examples of the employee's contributions, work ethic, and any relevant achievements.]

I believe that [Employee's Name] would be a valuable asset to your team, bringing reliability, integrity, and a strong commitment to maintaining safety and security.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]