[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
I am writing to recommend [Candidate's Name] for [specific position or program] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where they have consistently demonstrated [specific qualities/skills related to TQL].
During their time in the role of [Candidate's Job Title], [Candidate's Name] excelled in [specific tasks/responsibilities]. One of the key projects they led was [describe project], which resulted in [outcome/impact]. This experience highlighted their ability to [specific skills relevant to TQL].
What sets [Candidate's Name] apart is their [mention personal qualities, such as teamwork, leadership, analytical skills, etc.]. They have a unique talent for [specific ability], and I have witnessed their growth and dedication firsthand.
I wholeheartedly recommend [Candidate's Name] for [specific position or program]. I believe they will be a valuable asset due to their commitment and expertise in TQL.
Please feel free to contact me at [your phone number] or [your email address] should you need any further information or insights.
Sincerely,
[Your Name]
[Your Position]