

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company]  
[Your Phone Number]  
[Your Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company]  
[Recipient's Address]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Coworker's Name]. I have had the pleasure of working alongside [him/her/them] at VMware for [duration] in the [specific project or team], where [he/she/they] demonstrated remarkable skills and dedication.

During our time together, [Coworker's Name] consistently displayed strong [specific skills or qualities, e.g., technical expertise, leadership abilities, teamwork]. [He/She/They] played a crucial role in [specific project or achievement], which resulted in [positive outcome or impact]. In addition to [his/her/their] technical skills, [Coworker's Name] is an excellent communicator who fosters a collaborative work environment.

[He/She/They] is always willing to help others and share [his/her/their] knowledge, making [him/her/them] a valuable asset to any team.

I am confident that [Coworker's Name] will excel in [his/her/their] future endeavors and contribute positively to any organization. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Job Title]