

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

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Employee's Name], who has worked as [Employee's Job Title] at [Your Company] from [Start Date] to [End Date]. In this time, [he/she/they] has consistently demonstrated remarkable skills in [specific skills or tasks], contributing significantly to our [team/project].

[Employee's Name] has been pivotal in [describe a specific project or responsibility], showcasing [his/her/their] ability to [mention relevant skills or traits, e.g., problem-solving, teamwork, leadership].

[He/She/They] approaches challenges with a positive attitude, and [his/her/their] dedication has not gone unnoticed.

In addition to [his/her/their] technical expertise, [Employee's Name] is an excellent communicator, able to effectively convey ideas and collaborate with colleagues across different departments. [He/She/They] has built a strong rapport with both peers and clients.

I confidently recommend [Employee's Name] for [specific opportunity, job, or program], as I am certain that [he/she/they] will continue to excel and bring value to any organization [he/she/they] joins.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]