

[Your Name]
[Your Title]
[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 [position or opportunity] at [Recipient's Company/Organization]. During [his/her/their] time as [Employee's Position] at [Your Company/Organization], I had the pleasure of working closely with [him/her/them] and witnessed firsthand [his/her/their] professional growth and dedication to [his/her/their] responsibilities.

[Employee's Name] joined our team in [year] and quickly became an integral part of our operations. [He/She/They] consistently demonstrated exceptional skills in [specific skills relevant to the position], and [his/her/their] ability to [describe a relevant accomplishment or contribution] was instrumental in [describe the impact on the team or company].

In addition to [his/her/their] technical abilities, [Employee's Name] possesses remarkable soft skills, including [list relevant soft skills such as communication, teamwork, problem-solving]. [He/She/They] has a natural talent for [describe an example of how they used these skills], which has fostered a positive and productive work environment.

I have no doubt that [Employee's Name] will bring the same level of commitment and excellence to [Recipient's Company/Organization] as [he/she/they] did at ours. [He/She/They] will be a tremendous asset to your team, and I highly recommend [him/her/them] without reservation. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or require additional information.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]