

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

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

Dear [Recipient Name],

I am writing to strongly recommend [Candidate's Name] for a work-from-home position. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization Name], where they served as [Candidate's Job Title].

During this time, [Candidate's Name] consistently demonstrated exceptional skills in [specific skills or attributes related to the role], which I believe will greatly benefit your team. Their ability to [specific example demonstrating work ethic, problem-solving skills, or adaptability] is particularly noteworthy and showcases their capacity to thrive in a remote work environment.

Furthermore, [Candidate's Name] has shown a remarkable commitment to their work and a deep understanding of [relevant industry or field], making them an ideal candidate for a position that requires self-motivation and initiative. Their communication skills, both written and verbal, are outstanding, enabling them to collaborate effectively with team members and clients, even from a distance.

I have no doubt that [Candidate's Name] would excel in a work-from-home role and contribute positively to your organization. I wholeheartedly recommend them without reservation.

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

Sincerely,

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