

[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 highly recommend [Employee's Name] for [specific position or opportunity]. I have had the pleasure of working with [Employee's Name] at [Your Company] for [duration of time] and have seen first-hand the skills and dedication [he/she/they] brings to [his/her/their] work. In [his/her/their] role as [Employee's Job Title], [Employee's Name] was responsible for [brief description of responsibilities]. [He/She/They] consistently demonstrated [specific skills or qualities, e.g., exceptional leadership, creativity, problem-solving abilities]. One of [his/her/their] key achievements was [specific project or accomplishment].

[Employee's Name] is not only skilled but also [mention personal attributes, e.g., a great team player, dependable, enthusiastic]. [He/She/They] has an ability to [describe how the employee positively impacts team dynamics or company culture].

I am confident that [Employee's Name] will bring the same level of dedication and excellence to [Recipient's Company/Position].

[He/She/They] will be an asset to your team, and I fully support [his/her/their] application for [specific position/opportunity].

Please feel free to contact me at [your phone number or email address] should you require any more information or specific examples regarding [Employee's Name]'s qualifications.

Sincerely,

[Your Name]  
[Your Job Title]