

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for [specific position or program] at Xbox. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [your relationship or position, e.g., manager, mentor] at [Your Organization]. Throughout our collaboration, [Candidate's Name] demonstrated exceptional skills in [specific skills or experiences relevant to Xbox, e.g., game design, software development, project management]. [He/She/They] consistently displayed a deep understanding of gaming culture and technology, making [him/her/them] a valuable asset to our team. One of the standout projects [Candidate's Name] contributed to was [specific project or achievement]. [Briefly describe the project and the candidate's role, emphasizing their impact and innovation]. This experience not only showcased [his/her/their] technical proficiency but also [his/her/their] ability to work collaboratively and think critically under pressure.

[Candidate's Name]'s passion for gaming and commitment to excellence is evident in all [he/she/they] does. [He/She/They] has a unique ability to blend creativity with analytical thinking, which I believe aligns excellently with the values and goals of Xbox.

I wholeheartedly recommend [Candidate's Name] for the [specific position] at Xbox. I am confident that [he/she/they] will bring the same dedication and innovation to your team as [he/she/they] has here at [Your Organization].

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

Sincerely,

[Your Name]
[Your Title/Position]