

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Employee's Name], who has been a valuable member of our team at [Your Company] as a [Employee's Position] for the past [duration]. During this time, I have had the pleasure of witnessing [his/her/their] growth and contributions firsthand.

[Employee's Name] has demonstrated exceptional skills in [specific skills or tasks], consistently delivering outstanding results. One project that stands out is [describe a specific project or achievement], where [he/she/they] showcased [specific qualities or skills].

Beyond [his/her/their] technical abilities, [Employee's Name] is a team player, always willing to collaborate and support colleagues.

[He/She/They] has a positive attitude and a strong work ethic that motivates others around [him/her/them].

I am confident that [Employee's Name] will bring the same dedication and excellence to [Recipient Company] as [he/she/they] has shown in our organization. I strongly endorse [his/her/their] application and am certain that [he/she/they] will be an asset to your team.

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

Sincerely,

[Your Name]
[Your Position]