

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Candidate's Name]. I have had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration of time], during which [he/she/they] served as [Candidate's Position].

During our time working together, I was continually impressed by [Candidate's Name]'s [specific skills or qualities, e.g., diligence, attention to detail, analytical skills]. [He/She/They] consistently demonstrated [describe specific projects or tasks where the candidate excelled].

One of the most outstanding contributions [he/she/they] made was [specific example of achievement or project]. This not only showcased [his/her/their] ability to [related skills], but also positively impacted our team's [specific outcome, e.g., productivity, client satisfaction]. In addition to [his/her/their] professional qualifications, [Candidate's Name] possesses exemplary personal qualities. [He/She/They] is [describe personal attributes, e.g., reliable, team-oriented, a problem-solver]. [His/Her/Their] interactions with colleagues and clients alike demonstrate [his/her/their] ability to connect and communicate effectively.

I have no doubt that [Candidate's Name] will bring the same dedication and commitment to [Recipient's Company/Organization]. I highly recommend [him/her/them] for [position or opportunity] without reservation. 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 Position]
[Your Company/Organization]