

[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 writing to recommend [Employee's Name] for [specific approval or position] within our organization. Over the past [duration], I have had the pleasure of working closely with [Employee's Name] as [his/her/their] [your relationship to the employee], and I can confidently attest to [his/her/their] exceptional performance and dedication.

[Employee's Name] has consistently demonstrated [specific skills, qualities, or achievements relevant to the approval]. For example, [provide a specific example or situation that highlights their skills]. In addition to [his/her/their] technical skills, [Employee's Name] is a natural leader and a team player. [He/She/They] regularly collaborates with colleagues to [describe a collaborative project or initiative]. This not only showcases [his/her/their] ability to work well with others but also reflects [his/her/their] commitment to the success of the team and organization.

I have no doubt that [Employee's Name] will excel in [the new role or project for which the approval is being sought] and will continue to be an asset to our organization. I wholeheartedly support [his/her/their] application and recommend [him/her/them] for [specific approval].

Thank you for considering this recommendation. Please feel free to reach out to me if you require any further information.

Sincerely,

[Your Name]
[Your Position]