

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

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Employee's Name] for [position or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization], where [he/she/they] has consistently demonstrated exceptional skills and dedication.

During [his/her/their] time as [Employee's Position], [Employee's Name] showcased [mention specific skills or qualities related to the position, e.g., leadership abilities, technical skills, work ethic]. [He/She/They] was instrumental in [specific project or task], which resulted in [describe outcome or achievement].

[Employee's Name] is not only [mention positive traits, e.g., innovative, reliable], but also a great team player who fosters collaboration and positivity in the workplace. [He/She/They] has a unique ability to [mention relevant skills, e.g., analyze complex problems, communicate effectively], which I believe will be a tremendous asset at [Company/Organization Name].

I am confident that [Employee's Name] will bring the same level of commitment and expertise to [his/her/their] work at [Company/Organization Name] as [he/she/they] has at [Your Company/Organization]. I highly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]