

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

Dear [Recipient Name],

I am writing to recommend [Employee's Name] for their role at QVC.

[He/She/They] worked with us as a [Employee's Job Title] from [Start Date] to [End Date], and I had the pleasure of supervising [him/her/them] during this time.

[Employee's Name] demonstrated exemplary skills in [mention relevant skills or tasks related to QVC, e.g., customer service, communication, sales]. [He/She/They] consistently met [or exceeded] performance metrics, ensuring customer satisfaction and enhancing the overall shopping experience.

One of [his/her/their] significant contributions was [describe a specific project, task, or achievement that showcases their skills]. This not only improved our team's performance but also solidified the trust of our clients.

[Employee's Name] is a true team player, always willing to help [his/her/their] colleagues and contribute to a positive workplace environment. [He/She/They] has shown great adaptability and a keen understanding of the fast-paced retail environment that QVC operates in.

I am confident that [Employee's Name] will be an asset to your team.

[His/Her/Their] dedication and professionalism make [him/her/them] a strong candidate for [his/her/their] desired position at QVC.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]  
[Your Position]