

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for [position/opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company], where [he/she/they] has held the position of [Employee's Position].

During [his/her/their] time with us, [Employee's Name] has consistently demonstrated [mention key skills, characteristics, or achievements]. [He/She/They] has been instrumental in [specific example of contributions or projects].

In addition to [his/her/their] professional skills, [Employee's Name]'s [mention personal qualities, such as work ethic, teamwork, leadership] has greatly contributed to our team dynamic. [He/She/They] is [a reliable, dedicated, motivated] individual who always goes above and beyond.

I am confident that [Employee's Name] will bring the same level of dedication and excellence to [his/her/their] next endeavor. I wholeheartedly recommend [him/her/them] for [position/opportunity]. If you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Position]
[Your Company]