

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

Dear [Recipient's Name],

I am writing to recommend [Employee's Name], who has worked with us at [Your Company] as a [Employee's Job Title] for the past [duration]. During their time here, [Employee's Name] has proven to be a valuable member of our team.

[Employee's Name] has demonstrated [his/her/their] skills in [mention specific skills or competencies], and consistently delivered exceptional results in [mention specific projects or tasks]. [He/She/They] is known for [mention any personal attributes, such as work ethic, leadership qualities, communication skills].

Moreover, [he/she/they] has [mention any accomplishments or contributions that stand out]. [Employee's Name]'s ability to [mention any additional skills or contributions] has greatly benefited our team and the company's goals.

As [Employee's Name] moves on to new opportunities, I have no doubt that [he/she/they] will bring the same level of dedication and excellence to [his/her/their] future endeavors. I wholeheartedly recommend [Employee's Name] for any role [he/she/they] seeks to pursue.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]