

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the [Position Title] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [Duration] at [Your Company] and can confidently speak to their capabilities and character.

[Candidate's Name] has consistently demonstrated exceptional skills in [specific skills or traits relevant to the job]. Their ability to [mention a relevant achievement or contribution] was particularly impressive and greatly benefited our team.

In addition to their technical skills, [Candidate's Name] is a fantastic team player, always willing to lend a hand and offer support to colleagues. Their positive attitude and strong work ethic make them an asset in any workplace.

I strongly recommend [Candidate's Name] for this position at [Company Name]. I am confident that they will bring the same level of dedication and excellence that they showed at [Your Company].

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]