

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the trainee program at [Company/Organization]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Company/Organization].

[Candidate's Name] has consistently demonstrated a strong work ethic, commitment to learning, and exceptional skills in [relevant skills or fields]. During our time working together, [he/she/they] took the initiative on [specific task or project], showcasing [his/her/their] ability to [mention specific quality or result].

I am confident that [Candidate's Name] will be a valuable addition to your trainee program and will contribute positively to your team. [His/Her/Their] adaptability and eagerness to learn make [him/her/them] an excellent fit for [Company/Organization].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or specific examples of [Candidate's Name]'s qualifications.

Sincerely,

[Your Name]