

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

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Coworker's Name], with whom I have had the pleasure of working for [number of years] at [Your Company]. During this time, I have witnessed [his/her/their] remarkable growth and contributions to our team.

[Coworker's Name] has demonstrated exceptional skills in [specific skills or attributes], and consistently delivers high-quality results. [He/She/They] has a strong work ethic and is always willing to lend a helping hand to colleagues.

In particular, I was impressed by [specific project or accomplishment], which showcased [his/her/their] ability to [describe abilities]. [Coworker's Name]'s positive attitude and collaborative spirit make [him/her/them] a pleasure to work with.

I highly recommend [Coworker's Name] for any opportunity [he/she/they] pursues and am confident that [he/she/they] will bring the same dedication and excellence to your team as [he/she/they] has to ours.

Should 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]