

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to recommend [Candidate's Name] for the [Job Title] position at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company] where [he/she/they] served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] consistently demonstrated [his/her/their] exceptional skills in [mention relevant skills or experiences]. [He/She/They] showed a remarkable ability to [specific achievements or contributions].

[Candidate's Name] is a team player, always willing to lend a hand and support the team. [His/Her/Their] positive attitude and strong work ethic contributed greatly to our successes.

I am confident that [Candidate's Name] will bring the same dedication and expertise to [Company Name] as [he/she/they] did at [Your Company]. I highly recommend [him/her/them] for the role without reservation.

Please feel free to reach out to me at [your phone number] or [your email address] if you need any more information.

Sincerely,

[Your Name]