

# Employee Recommendation Letter

Date: [Insert Date]

[Your Name]

[Your Position] [Your Company] [Your Company Address] [City, State, Zip Code]

[Recipient's Name] [Recipient's Title] [Recipient's Company] [Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Employee's Name] for the executive role at [Recipient's Company]. During [his/her/their] time as [Employee's Position] at [Your Company], [he/she/they] consistently demonstrated exceptional leadership skills and strategic thinking.

[Employee's Name] has a unique ability to [describe a relevant quality or achievement], which resulted in [specific positive outcomes]. [He/She/They] has shown remarkable aptitude in [mention specific skills or experiences relevant to the executive role], making [him/her/them] an ideal candidate for this position.

I am confident that [Employee's Name] will bring the same level of dedication and innovation to [Recipient's Company] as [he/she/they] did at [Your Company]. [His/Her/Their] vision and ability to inspire teams will undoubtedly contribute to the continued success of your organization.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or insights regarding [Employee's Name].

Thank you for considering this recommendation.

Sincerely,

[Your Name] [Your Position] [Your Company]