

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

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

Dear [Employer's Name],

I am writing to support [Former Associate's Name] in their application for the [Job Title] position at [Company's Name]. Having worked closely with [Former Associate's Name] for [duration] at [Your Company/Organization], I can confidently attest to their skills, work ethic, and professionalism.

[Former Associate's Name] consistently demonstrated exceptional [specific skills or qualities], which greatly contributed to our team's success. One notable project was [describe a specific project or achievement], where they [explain their role and impact].

Thank you for considering this letter of support.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company/Organization]