

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to recommend [Employee's Name] who worked with us as a [Position] from [Start Date] to [End Date]. During their time at [Your Company], [he/she/they] consistently demonstrated professionalism, excellent work ethic, and a positive attitude.

[Employee's Name] was responsible for [specific responsibilities or projects], and [his/her/their] contributions played a crucial role in [specific outcome or achievement]. I was particularly impressed by [his/her/their] ability to [specific skill or quality].

I have no doubt that [Employee's Name] will bring the same dedication and excellence to any organization [he/she/they] joins. I highly recommend [him/her/them] for any future opportunities.

If you have any further questions, please feel free to contact me.

Sincerely,

[Your Name]