

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

[Recipient's Name] [Recipient's Position] [Recipient's Company/Organization] [Recipient's Address] [City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly support [Staff Member's Name], who worked with us at [Your Company/Organization] from [Start Date] to [End Date]. During [his/her/their] time here, [he/she/they] demonstrated exceptional skills in [mention relevant skills or qualities], consistently contributing positively to our team and achieving [specific accomplishments or responsibilities].

[Staff Member's Name] is known for [his/her/their] [mention specific attributes such as professionalism, teamwork, dedication, etc.]. [He/She/They] played an integral role in [mention a project, initiative, or goal], which had a significant impact on our organization.