

[Your Name]

[Your Job Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Subordinate's Name] for the [Job Title] position at [Company Name]. I have had the pleasure of working with [Subordinate's Name] for [Duration] in my capacity as [Your Job Title] at [Your Company].

[Subordinate's Name] has consistently demonstrated exceptional [specific skills or attributes], and has played a crucial role in [mention specific project or achievement]. Their ability to [mention another relevant skill] has greatly contributed to our team's success.

I am confident that [Subordinate's Name] will bring the same level of dedication and expertise to [Company Name] as they have shown in our organization. They are a quick learner and a team player, making them a great fit for your team.

Thank you for considering this recommendation. I believe [Subordinate's Name] would be a valuable addition to your organization. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information.

Sincerely,

[Your Name]