

[Your Name]

[Your Title]

[Your Company]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Address]

[City, State, Zip Code]

Subject: Endorsement for [Candidate's Name]

Dear [Recipient's Name],

I am writing to wholeheartedly endorse [Candidate's Name] for [position/opportunity] at [Recipient's Company]. During the time [he/she/they] worked under my supervision at [Your Company], [he/she/they] consistently demonstrated exceptional skills and a strong work ethic.

[Candidate's Name] was instrumental in [specific project or achievement], and [his/her/their] ability to [specific skill or quality] was a significant asset to our team. [He/She/They] possesses not only technical expertise but also a remarkable ability to collaborate effectively with others, making [him/her/them] a valuable team member.

I am confident that [Candidate's Name] would bring the same dedication and excellence to [Recipient's Company]. [He/She/They] has my highest recommendation, and I believe [he/she/they] would be a great fit for your organization.

Thank you for considering this endorsement. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,

[Your Name]