

[Your Name]

[Your Title]

[Your Institution]

[Institution Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Institution]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for the faculty position in [Department/Field] at [Recipient Institution]. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [your relationship, e.g., mentor, colleague] at [Your Institution].

[Candidate's Name] has consistently demonstrated exceptional skill in [mention relevant skills or experiences]. [He/She/They] possess a deep understanding of [specific subjects or topics relevant to the role] and has made significant contributions to our department through [detail contributions, projects, or teaching experience].

In addition to [his/her/their] academic prowess, [Candidate's Name] is a passionate educator dedicated to fostering an inclusive and engaging learning environment. [He/She/They] has shown an aptitude for mentoring students and collaborating with peers, making [him/her/them] an ideal candidate for the faculty role.

I am confident that [Candidate's Name] will bring [his/her/their] expertise and commitment to excellence to [Recipient Institution]. I strongly recommend [him/her/them] for this position without reservation.

Please do not hesitate to contact me at [your phone number] or [your email] if you require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]