

[Your Name]
[Your Title]
[Your Company]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]

Subject: Letter of Recommendation for [Candidate Name]

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for the position of [Target Job Title] at [Recipient Company]. During [Candidate Name]'s tenure as [Candidate's Previous Title] at [Your Company] from [Start Date] to [End Date], I served as [his/her/their] [Supervisor Title/Peer].

[Candidate Name] demonstrated exceptional executive leadership and strategic vision. Specifically, [he/she/they] was responsible for [mention key responsibility, e.g., overseeing a department of 50 people]. Under [his/her/their] guidance, our organization achieved [mention a major accomplishment, e.g., a 20% increase in annual revenue or a successful digital transformation].

Beyond technical expertise, [Candidate Name] possesses the emotional intelligence and decisiveness required for high-level management. [He/She/They] excels at fostering a culture of accountability and mentoring emerging leaders within the team. [His/Her/Their] ability to navigate complex stakeholder relationships and drive operational excellence was instrumental to our success.

I have full confidence in [Candidate Name]'s ability to lead your organization to new heights. [He/She/They] would be a significant asset to any executive team. Please feel free to contact me at [Phone Number] or [Email Address] if you require further information regarding [his/her/their] qualifications.

Sincerely,

[Your Signature]
[Your Printed Name]