

[Your Name]
[Your Title]
[Your Company Name]
[Your Email Address]
[Your Phone Number]

[Date]

To Whom It May Concern,

It is my pleasure to recommend [Employee Name] for the position of [Job Title] with your organization. During [his/her/their] time as a [Former Employee's Job Title] at [Company Name] from [Start Date] to [End Date], [Employee Name] proved to be a valuable asset to our team.

I worked closely with [Employee Name] for [Number] years/months. I was consistently impressed by [his/her/their] professional skills, particularly in the areas of [Skill 1], [Skill 2], and [Skill 3]. One notable achievement was [mention a specific project or accomplishment].

Beyond [his/her/their] technical abilities, [Employee Name] is a dedicated professional with a positive attitude. [He/She/They] collaborated effectively with colleagues and demonstrated strong leadership qualities when tasked with [mention a responsibility].

[Employee Name] would be an excellent addition to any team. I highly recommend [him/her/them] without reservation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]