

Date: [Insert Date]

To: [Recipient Name/Transition Team]

From: [Your Name/Manager Name]

Subject: Recommendation for [Contractor Name] - Outstanding Performance and Transition

Dear [Recipient Name],

I am writing to formally recognize the outstanding performance of [Contractor Name] during their tenure with [Company Name] from [Start Date] to [End Date]. As [Contractor Name] prepares to transition to [New Role/Project/Firm], I highly recommend their services based on their exceptional contributions to our team.

During their contract, [Contractor Name] was responsible for [List Key Project or Responsibility]. They consistently exceeded expectations by:

- Delivering high-quality work ahead of established deadlines.
- Demonstrating technical expertise in [Specific Skill or Tool].
- Collaborating effectively with internal stakeholders and team members.
- [Insert specific achievement or metric here].

To ensure a seamless transition, [Contractor Name] has completed a comprehensive hand-over process, which includes [mention documentation, training, or final reports]. Their proactive approach to closing out tasks has minimized any potential disruption to our operations.

We are grateful for the value [Contractor Name] added to our organization. I am confident that they will be a significant asset to your team and will bring the same level of professionalism and excellence to their future endeavors.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]