

[Date]

To Whom It May Concern,

I am writing this letter to recommend **[Employee Name]** for future employment. **[Employee Name]** served as **[Job Title]** at **[Company Name]** from **[Start Date]** to **[End Date]**.

Due to a corporate restructuring and general layoff affecting several positions within our organization, **[Employee Name]**'s role was unfortunately eliminated. This separation is in no way a reflection of their performance, work ethic, or character.

During their tenure, **[Employee Name]** was a valued member of the **[Department Name]** team. Their primary responsibilities included **[List 1-2 key responsibilities]**. They consistently demonstrated **[List 1-2 strengths, e.g., reliability, technical proficiency, or leadership]** and maintained a positive professional attitude even during times of organizational change.

We are confident that **[Employee Name]** would be an asset to any organization. We wish them the very best in their future professional endeavors and are happy to provide further information if required.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]