

[Current Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: Professional Recommendation for [Executive Name]

Dear [Recipient Name],

I am writing this letter to formally recommend [Executive Name], who recently served as [Executive Title] at [Current/Former Company Name]. Due to a strategic restructuring and corporate downsizing initiative, [Executive Name] is transitioning from our organization.

During their tenure of [Number] years, [Executive Name] was instrumental in [mention 1-2 key achievements, e.g., driving revenue growth, overseeing digital transformation, or optimizing global operations]. They possess a rare combination of high-level strategic vision and the ability to execute complex initiatives with precision.

As a leader, [Executive Name] excelled at building high-performing teams and fostering a culture of accountability. Despite the difficult nature of our current organizational transition, they handled the process with exceptional professionalism, integrity, and focus on the company's long-term stability.

I have the highest regard for [Executive Name]'s leadership capabilities and business acumen. They would be a significant asset to any executive team, and I recommend them without reservation for a leadership role within your organization.

Please feel free to contact me directly at [Phone Number] or [Email Address] if you require further information regarding their contributions and qualifications.

Sincerely,

[Your Name]

[Your Title]

[Company Name]