

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Subject: Recommendation for [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for a position within your technical operations department. Due to a corporate restructuring and workforce reduction at [Current/Former Company], [Employee Name]'s role was unfortunately eliminated. This transition is in no way a reflection of their performance or technical capabilities.

During their tenure as a [Job Title] for [Number] years, [Employee Name] was instrumental in maintaining our infrastructure and ensuring operational efficiency. Their expertise in [Technical Skill 1], [Technical Skill 2], and [System/Software Name] consistently contributed to our team's success. They possess a strong ability to troubleshoot complex system issues and implement scalable solutions under pressure.

Beyond their technical proficiency, [Employee Name] is a reliable professional who collaborates effectively with cross-functional teams. They played a key role in [Mention a specific project or achievement], which resulted in [Mention a positive outcome].

I highly recommend [Employee Name] for any technical operations or engineering role. They would be a valuable asset to any organization. Please feel free to contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Your Name]

[Your Title]

[Company Name]