

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: Letter of Recommendation for [Employee Name]

To Whom It May Concern,

I am writing to formally recommend [Employee Name] for a position within your organization. [Employee Name] served as a tenured [Job Title] at [Organization Name] for [Number] years. Due to a structural reorganization, [Employee Name] is transitioning from our institution as part of a severance agreement.

During their tenure, [Employee Name] demonstrated exceptional expertise in [Specific Skill or Field]. They were responsible for [Key Responsibility] and consistently achieved [Specific Achievement]. Their long-term commitment to our mission and their ability to mentor junior staff members made them an invaluable asset to our department.

Key strengths include:

- Profound knowledge of [Area of Expertise]
- Proven leadership and team collaboration skills
- Strong work ethic and professional integrity

[Employee Name] leaves us in good standing, and this transition is in no way a reflection of their individual performance or character. I am confident that their extensive experience and dedication will bring significant value to your team.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Organization Name]