

[Your Name]  
[Your Job Title]  
[Company Name]  
[Date]

To Whom It May Concern,

I am writing to formally recommend [Employee Name] for a creative role within your organization. Due to a strategic restructuring and downsizing of our creative department at [Company Name], [Employee Name]'s position was unfortunately eliminated. This decision was based solely on budgetary shifts and does not reflect their talent or work ethic.

During their time as a [Job Title] on our team, [Employee Name] consistently delivered high-quality creative work. They were responsible for [List 1-2 key responsibilities, e.g., brand identity, digital campaigns, or video production]. Their ability to translate complex briefs into visually compelling designs was an asset to our studio.

Beyond their technical skills in [List software/tools, e.g., Adobe Creative Suite, Figma], they are a collaborative team member who handles feedback with professionalism. They remained dedicated and productive even during the period of organizational transition.

I highly recommend [Employee Name] for any creative position. I am confident they will be a valuable addition to your team. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]  
[Your Printed Name]