

[Current Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Subject: Letter of Recommendation for [Candidate Name]

Dear [Recipient Name],

I am writing to highly recommend [Candidate Name] for a Marketing Executive position within your organization. [Candidate Name] served as [Job Title] at [Your Company Name] from [Start Date] to [End Date]. Due to a strategic corporate restructuring and downsizing, [he/she/they] is now seeking new opportunities.

During [his/her/their] tenure, [Candidate Name] was instrumental in managing our [specific marketing area, e.g., digital campaigns, brand strategy]. [He/She/They] consistently delivered results, including [mention one specific achievement, e.g., a 20% increase in lead generation or successful launch of a new product line].

Beyond [his/her/their] technical expertise in market analysis and campaign execution, [Candidate Name] is a collaborative leader who excels at cross-functional communication. Despite the difficult transition period caused by our downsizing, [he/she/they] maintained a high level of professionalism and ensured all projects were seamlessly handed over.

I have no doubt that [Candidate Name] will be a valuable asset to any marketing team. [He/She/They] possesses the rare combination of creative vision and data-driven decision-making. I would welcome the opportunity to discuss [his/her/their] qualifications further.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Your Email Address]  
[Your Phone Number]