

[Your Name]  
[Your Job Title]  
[Company Name]  
[Phone Number]  
[Email Address]

[Date]

To Whom It May Concern,

I am writing to highly recommend [Employee Name] for a professional position within your organization. [Employee Name] has been an integral member of our team at [Company Name] for [Number] years, serving as [Employee's Job Title]. They are currently relocating to [City, State] due to [Personal Reasons/Spouse Relocation/etc.], and our firm is disappointed to lose such a valued talent.

During their tenure here, [Employee Name] demonstrated exceptional skills in [Skill 1], [Skill 2], and [Skill 3]. One of their most notable achievements was [Briefly Describe a Project or Accomplishment], which resulted in [Positive Result]. They possess a strong work ethic, adapt quickly to new environments, and maintain a professional demeanor under pressure.

Beyond their technical abilities, [Employee Name] is a fantastic collaborator who consistently contributed to our positive office culture. I am confident that their transition to the [City] area will be an asset to any employer, as they possess the maturity and dedication required to hit the ground running in a new location.

Please feel free to contact me if you require any further information regarding [Employee Name]'s qualifications or past performance.

Sincerely,

[Your Signature]

[Your Printed Name]