

[Current Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Title/Organization]

[Recipient Address]

Subject: Letter of Recommendation for [Employee Name]

Dear [Name],

I am writing to formally recommend [Employee Name] for a position within your organization. [Employee Name] has been employed at [Company Name] as a [Job Title] for the past [Number] years and is leaving our firm in good standing due to a personal relocation to [New City/State].

During their tenure, [Employee Name] has been an invaluable asset to our team. They consistently demonstrated strong professional skills, particularly in [mention 1-2 specific skills or achievements]. They are a dedicated, reliable, and hardworking individual who maintains a positive attitude even under pressure.

While we are sorry to see such a talented team member leave, we fully support their decision to relocate and are confident that they will bring the same level of excellence to your company as they did to ours. [Employee Name] departs with our full endorsement.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information regarding their qualifications or work history.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]