

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

To Whom It May Concern,

I am writing to highly recommend [Employee Name] for a position within your organization. [Employee Name] has been an integral part of our team at [Company Name] as a [Job Title] for the past [Number] years. Due to a corporate relocation involving their spouse, [Employee Name] will be transitioning to [New City/Region].

During their tenure here, [Employee Name] consistently demonstrated exceptional skills in [Skill 1], [Skill 2], and [Skill 3]. They were responsible for [Brief Description of Key Responsibility], which resulted in [Specific Achievement or Positive Outcome]. Their professional work ethic, ability to collaborate across departments, and commitment to excellence have made them a standout member of our staff.

Beyond their technical proficiency, [Employee Name] possesses excellent communication skills and a positive attitude that boosts team morale. While we are saddened to see them leave, we understand the circumstances of this relocation and are confident that they will be a valuable asset to any company in [New City/Region].

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information regarding [Employee Name]'s qualifications and performance.

Sincerely,

[Your Signature]  
[Your Printed Name]