

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

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company / "To Whom It May Concern"]

Subject: Recommendation for [Employee Name]

Dear [Recipient Name],

I am writing to highly recommend [Employee Name] for a position with your organization. [Employee Name] has been a valued member of our team at [Your Company] for [Number] years, working in the role of [Job Title].

Due to a personal geographic relocation to [New City/State], [Employee Name] is transitioning away from their current role with us. During their tenure, they have been a primary example of how to succeed in a remote work environment. They consistently demonstrated exceptional self-discipline, time management, and communication skills.

Key contributions include:

- [Achievement 1: e.g., Consistently meeting project deadlines independently]
- [Achievement 2: e.g., Mastery of digital collaboration tools like Slack, Zoom, and Jira]
- [Achievement 3: e.g., Maintaining high productivity levels without direct supervision]

Despite the physical distance, [Employee Name] remained highly engaged with the team and played a vital role in our department's success. Their ability to solve problems autonomously while knowing when to reach out for collaboration is a rare and valuable trait.

I am confident that [Employee Name] will be a tremendous asset to your company. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]  
[Your Printed Name]