

[Your Name]
[Your Rank/Title]
[Your Unit/Organization]
[Your Email Address]
[Your Phone Number]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Subject: Letter of Recommendation for [Candidate Name]

Dear [Hiring Manager Name],

It is my pleasure to recommend [Candidate Name] for the position of [Job Title] at [Company Name]. Having served as [Candidate Name]'s [Superior/Supervisor] for [Number] years in the [Branch of Service], I have witnessed firsthand their exceptional leadership, discipline, and adaptability during their transition from military service to the civilian workforce.

During their tenure in the military, [Candidate Name] held the rank of [Rank] and was responsible for [list 1-2 key responsibilities, e.g., managing a team of 20 personnel and overseeing equipment worth \$2M]. They consistently demonstrated a high level of technical proficiency and a remarkable ability to perform under high-pressure environments. Their commitment to mission accomplishment and organizational goals is unparalleled.

Beyond their technical skills, [Candidate Name] possesses strong transferable qualities that are vital in a corporate setting, including:

- **Leadership:** Proven ability to guide diverse teams toward common objectives.
- **Problem Solving:** Adept at analyzing complex situations and implementing effective solutions quickly.
- **Integrity:** A steadfast commitment to ethical conduct and professional accountability.
- **Adaptability:** Rapidly masters new systems, protocols, and cultural environments.

[Candidate Name] is a dedicated professional who brings a unique perspective and a "can-do" attitude to any organization. I am confident that the skills they honed in the military will translate into immediate value for your team at [Company Name].

I highly recommend [Candidate Name] without reservation. Please feel free to contact me if you require any further information regarding their qualifications or character.

Sincerely,

[Signature]

[Your Printed Name]
[Your Rank/Title]