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

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Recipient Address]

**Subject: Letter of Recommendation for [Employee Name]**

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

It is my pleasure to highly recommend [Employee Name] for the position of [Job Title] with your organization. During [his/her/their] tenure at [Company Name] from [Start Date] to [End Date], [Employee Name] consistently demonstrated exceptional skills as a [Employee's Previous Job Title].

As [Employee Name]'s direct supervisor, I had the opportunity to observe [his/her/their] work closely. [He/She/They] proved to be an outstanding asset to our team, characterized by [list 2-3 key strengths, e.g., strong analytical skills, exceptional leadership, and a proactive work ethic]. One notable achievement was [mention a specific project or accomplishment], which significantly benefited our company by [mention the result].

Beyond [his/her/their] technical proficiency, [Employee Name] is a true professional who maintains a positive attitude and collaborates effectively with colleagues at all levels. [He/She/They] consistently met deadlines and handled complex tasks with minimal supervision.

I am confident that [Employee Name] will be a valuable addition to your company. [He/She/They] has my highest recommendation for any future endeavors. Please feel free to contact me if you require any further information regarding [his/her/their] qualifications.

Sincerely,

[Signature]
[Your Printed Name]