

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

[Date]

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

Dear [Recipient Name],

It is my pleasure to strongly recommend [Candidate Name] for the position of [Job Title] at [Recipient Company].

I am [Your Name], [Your Job Title] at [Your Company]. I have had the pleasure of working with [Candidate Name] for [Number] years in my capacity as their [Manager/Supervisor/Colleague]. During this time, I have witnessed their exceptional skills in [Skill 1], [Skill 2], and [Skill 3].

[Candidate Name] has consistently demonstrated a strong work ethic and a commitment to excellence. One notable achievement was when they [Describe a specific project or achievement]. This resulted in [Describe positive outcome for the company].

Beyond their technical abilities, [Candidate Name] is a true team player with excellent communication skills. They have a unique ability to [Mention a soft skill, e.g., resolve conflicts or motivate others], which made them an invaluable asset to our department.

I am confident that [Candidate Name] would be a fantastic addition to your team. They possess the drive and expertise necessary to excel in this role. Please feel free to contact me if you require any further information regarding their qualifications.

Sincerely,

[Your Signature]

[Your Printed Name]