

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

To Whom It May Concern,

I am writing to formally recommend [Employee Name] for the position of [Job Title] with your organization. As the [Your Title] at [Company Name], I was [Employee Name]'s direct supervisor from [Start Date] to [End Date].

During their tenure, [Employee Name] demonstrated exceptional skills in [Skill 1] and [Skill 2]. One of their most notable achievements was [Briefly describe a specific project or accomplishment], which resulted in [Positive Outcome].

Beyond their technical proficiency, [Employee Name] is a dedicated professional who works well in a team environment. They possess a strong work ethic and consistently met all deadlines and performance goals. Their ability to [mention a soft skill, e.g., communicate effectively/solve problems] made them a valuable asset to our department.

I highly recommend [Employee Name] for any future endeavor. They would be a positive addition to any team. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]  
[Your Printed Name]