

Your Name
Your Position
Company/Organization
Address Line 1
Address Line 2
City, State, ZIP Code
Email
Phone

[Date]

Recipient Name (if known)
Recipient Position (if known)
Company/Organization
Address Line 1
Address Line 2
City, State, ZIP Code

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

I am writing to recommend [Candidate's Full Name] for the position of [Job Title, or general employment opportunity] at [Company/Organization, if known]. I have had the pleasure of working with [Candidate] for [duration and nature of relationship, e.g., "over three years as their supervisor at XYZ Company"], and can attest to their professionalism and skills.

[Candidate] is [describe key strengths, attributes, work ethic, and relevant skills or accomplishments]. They have consistently demonstrated [specific qualities or achievements], and have been an asset to our team.

I am confident that [Candidate] will bring the same level of dedication and excellence to your organization as they have shown with us. I highly recommend them for employment and am happy to provide further information if needed.

Please feel free to contact me at [your phone number] or [your email address] if you need any additional information.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization]