[Your Name]  
[Your Title/Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to highly recommend [Employee's Name] for the position of [Job Title] at [Company Name]. As [Your Title/Position] at [Your Company], I have had the pleasure of working closely with [Employee's Name] for the past [number of years].

[Employee's Name] is an exceptional professional with a proven track record of success in [mention relevant areas, such as project management, sales, or customer service]. Their dedication, expertise, and strong work ethic make them an ideal candidate for the [Job Title] position at your esteemed organization.

[Provide specific examples of the employee's accomplishments, contributions to projects, or any other notable achievements.]

In addition to their technical skills, [Employee's Name] is an excellent communicator, a team player, and a natural leader. They have consistently demonstrated the ability to [mention relevant qualities, such as problem-solving or decision-making abilities].

I wholeheartedly endorse [Employee's Name]'s application for the [Job Title] position at [Company Name]. Please feel free to contact me at [Your Email Address] or [Your Phone Number] if you require any further information or have any questions.

Thank you for considering [Employee's Name]'s application. I believe they will be a valuable asset to your team.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization]