

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

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

Dear [Recipient Name],

I am writing to formally recommend **[Candidate's Full Name]** for the position of **[Position Title]** at **[Recipient Company/Organization]**. During their tenure at **[Your Company/Organization]** as **[Candidate's Previous Position]**, I had the privilege of supervising [him/her/them] for [duration].

[Candidate's Full Name] consistently demonstrated exceptional professionalism, strong work ethic, and remarkable skills in [mention relevant skills or fields, e.g., project management, communications]. [He/She/They] played a vital role in [describe notable achievements, projects, or responsibilities]. [His/Her/Their] capacity for teamwork, leadership, and problem-solving was invaluable to our team.

I am confident that [Candidate's Full Name] will make significant contributions to your organization. [He/She/They] possesses the qualifications and demeanor necessary to excel in the **[Position Title]** role, and I wholeheartedly recommend [him/her/them] for employment with your company.

Should you require any additional information regarding [Candidate's Full Name]'s qualifications or previous employment, please feel free to contact me via email at **[Your Email Address]** or by phone at **[Your Phone Number]**. I am happy to provide further details or clarification as part of your reference check process.

Thank you for your consideration. I wish both your organization and [Candidate's Full Name] success in this potential collaboration.

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