

[Your Name]
[Your Position]
[Your Department/Company]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Coworker's Name], with whom I have had the privilege of working closely for [duration] at [Company/Organization Name]. I am confident in recommending [him/her/them] for any position or opportunity that values strong teamwork, collaboration, and interpersonal skills.

[Coworker's Name] consistently demonstrates an exceptional ability to work effectively within teams. [He/She/They] possesses outstanding communication skills, actively listening and engaging with team members to ensure every voice is heard and valued. [His/Her/Their] collaborative spirit has greatly contributed to the success of numerous group projects, often stepping up to mediate and resolve conflicts constructively. [Coworker's Name] naturally fosters a positive and inclusive work environment, encouraging open dialogue and mutual respect among colleagues.

One particular instance that stands out was during [describe specific project or situation], where [Coworker's Name] played a pivotal role in uniting the team, aligning our goals, and spearheading methodologies that enhanced cooperation and productivity. [He/She/They] is always willing to offer support to fellow coworkers, whether by sharing expertise, covering tasks during absences, or simply providing much-needed encouragement and motivation during challenging times.

In addition to [his/her/their] technical and professional competencies, [Coworker's Name]'s dedication to team and organizational success truly sets [him/her/them] apart. [He/She/They] is a reliable and trustworthy teammate, consistently going above and beyond to ensure team objectives are met and that everyone feels supported.

In summary, I wholeheartedly recommend [Coworker's Name] as an invaluable team member. I am confident that [his/her/their] teamwork abilities and positive attitude will be an asset to any organization fortunate enough to benefit from [his/her/their] contributions. Please feel free to contact me if you would like any further information.

Sincerely,
[Your Name]