Sample Recommendation Letter with Specific Personal Experience

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

[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Organization, if applicable]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position, program, etc.]. In my capacity as [your position/relationship to the candidate] at [company/school/organization], I have had the pleasure of working with [Candidate's Name] for [length of time]. Their dedication, work ethic, and positive attitude have left a significant impression on me and our entire team.

One specific experience that stands out is when [describe a specific incident or project]. For example, last year, our team was facing an extremely tight deadline on a crucial project. [Candidate's Name] not only volunteered to take on additional responsibilities, but also devised a new workflow that streamlined our process and enabled us to meet the deadline comfortably. Their proactive approach and problem-solving skills were vital to our success.

In addition to [his/her/their] exceptional technical abilities, [Candidate's Name] is a natural leader and a supportive team member. On multiple occasions, [he/she/they] has gone out of the way to mentor new employees, offering guidance and encouragement. [His/Her/Their] compassion and patience have fostered a positive and collaborative environment, making an undeniable impact on our team's morale and productivity.

I have no doubt that [Candidate's Name] will excel in [position, program, etc.] and bring the same enthusiasm and commitment that I have witnessed personally. I wholeheartedly recommend [him/her/them] for this opportunity and am confident that [he/she/they] will be an asset to your organization.

If you have any questions or need further information, feel free to contact me at [your phone number] or [your email address].

Sincerely,
[Your Name]