

Dear Mr./Mrs./Ms. [Last Name],

It's my absolute pleasure to recommend [Name] for [position] with [Company].

[Name] and I [relationship] at [Company] for [length of time].

I thoroughly enjoyed my time working with [Name], and came to know [him/her] as a truly valuable asset to absolutely any team. [He/she] is honest, dependable, and incredibly hard-working. Beyond that, [he/she] is an impressive [soft skill] who is always [result].

[His/her] knowledge of [specific subject] and expertise in [specific subject] was a huge advantage to our entire office. [He/she] put this skillset to work in order to [specific achievement].

Along with [his/her] undeniable talent, [Name] has always been an absolute joy to work with. [He/she] is a true team player, and always manages to foster positive discussions and bring the best out of other employees.

Without a doubt, I confidently recommend [Name] to join your team at [Company]. As a dedicated and knowledgeable employee and an all-around great person, I know that [he/she] will be a beneficial addition to your organization.

Please feel free to contact me at [your contact information] should you like to discuss [Name]'s qualifications and experience further. I'd be happy to expand on my recommendation.

Best wishes,  
[Your Name]