[Name of addressee]  
[Position of addressee]  
[Business address of addressee]

Dear [Name] /To Whom It May Concern,

It’s my absolute pleasure to recommend [Name of Candidate] for [Target Position]. [He/She] worked with us at [Name of Your Company] as [Candidate’s Former Job Title] for [Length of Time] and reported to me in my position as [Your Job Title].

[He/She] was a highly valued member of the team and made a strong contribution during [his/her] time here. [He/she] is honest, dependable, and incredibly hard-working. [He/she] is also an impressive [Soft Skill] who is always [Result].

[His/Her] knowledge and expertise in [specific subject] has brought about huge advantages to our entire team. [He/She] put this skillset to work in order to [specific achievement]. [He/She] never failed to surpass my expectations.

Along with [his/her] undeniable talent, [Name of Candidate] has always been an absolute joy to work with. [He/She] quickly gained the respect and trust of colleagues and was admired for [his/her] reliability and collaborative spirit.

I confidently recommend [Name of Candidate] to join your team at [Candidate’s Target Company]. I am sure that [he/she] will be a great addition to your organization. [His/Her] background and experience should be a good match for the position.

I am available and happy to discuss should you have any further questions about [Name of Candidate]’s qualifications. Please feel free to contact me at [Your Contact Information]. Thank you for your time.

Sincerely,

[Your Name]  
[Your Job Title]