[Name of the recommender]

[Recommender’s designation]

[Recommender’s company]

[Company address]

[Recommender’s email address]

Date:

[Name of the recipient]

[Recipient’s designation]

[Recipient’s company]

[Company address]

Dear [Hiring Manager's Name],

I am writing to strongly recommend [Candidate Name] for the position of [Position Name] at [Company Name]. I had the pleasure of working with [Candidate Name] as [his/her] [position or job title] at [Company name] for [time period].

[Candidate Name] has regularly shown remarkable [skill or trait] and [skill or characteristic] during [his/her] career at [Company Name]. For example, [he/she] was crucial to [achievement or outcome] in [particular project or scenario]. This encounter demonstrated [his/her] [skill or attribute], which has proven to be an essential contribution to our team. Furthermore, [he/she] is always eager to go above and beyond to assist others, and [he/she] has exceptional communication skills.

Because of [his/her] appropriate experience and skills, I am confident that [Candidate Name] would be an excellent fit for the [Position Name] post at [Company Name]. [He/She] is a highly talented and devoted individual who can contribute significantly to any company in which he/she works.

If you want any extra information or clarification, please do not hesitate to contact me.

Thank you for taking the time to read this.

Sincerely,

[Your Name]

[Designation]

[Company Name]

[Phone Number]

[Email Address]