

Dear [insert name],

I am writing to warmly recommend [name]. They worked with us at [name of your company] in the [insert the job they did] and reported to me in my position as [insert your job].

They were a highly valued member of the team and made a strong contribution during their time here. We put a premium on team players and [insert name] was a natural fit.

S/he displayed an eagerness to learn and a constructive attitude towards feedback. They quickly gained the respect and trust of colleagues and were praised for their reliability and collaborative spirit.

[Insert their name] has a passion for the job that had a positive impact across a number of projects. I would not hesitate to hire them again if the opportunity and the right role emerged. Their background and experience should be a good match for your position.

I am available and happy to discuss should you have any further questions. You can reach me at [phone number].

Sincerely,