[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: I HIGHLY RECOMMEND [NAME]**

Dear [CONTACT NAME],

It gives me great pleasure to recommend [NAME] for employment at your company.

I had the pleasure of working with [NAME] at [COMPANY] where [HE/SHE] was the [TITLE] of the [DIVISION]. [HE/SHE] was efficient, organised, and willing to do whatever was needed to get a particular task done. [NAME] had a great attitude and was always willing to help where required.

[HE/SHE] is also a great team player and has good judgement  and a mature outlook which ensures a logical and practical approach to [HIS/HER] endeavours. [NAME] would be an asset to any organisation.

Because of [HIS/HER] great commitment, ambition and unwavering professionalism, [NAME] deserves serious consideration as a potential employee and I highly recommend [HIM/HER].

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]