Date _____ **To** _____

Dear [Hiring Manager],

I am pleased to recommend [Name] for the position of [Job title] at [Company]. I [supervised / worked with] [Name] for [length of time] at [Organisation], where [he / she / they] worked as [role].

[Name] is particularly strong in [strength 1]. For example, [specific example and result]. [He / She / They] also [strength 2 with example].

These qualities would make [Name] a valuable addition to your team. I recommend [him / her / them] with confidence and would be happy to discuss further at [contact].

Sincerely,

Name _____ **Title and organisation** _____

Signature _____

Notes