

Dear _____:

It's a pleasure to recommend _____ for the job. His/her performance working as a _____ for _____ proved that he/she will be a valuable addition to any company.

I met _____ in my capacity as _____ at _____. He/she worked for me on various projects as a _____. I would rank him/her as one of the best _____ I have ever had.

_____ distinguished himself/herself as a consistently _____. He/she is highly intelligent and has good communication skills.

If I can be of any further assistance, or provide you with any information, please contact me.

Signature