Dear [insert name],

I am writing to recommend [employee name]. [He/She/They] worked with us at [company name] as a [employee job title] and [reported to me/ worked with me] in my position as [insert your job title].

As an employee, [employee name] was always [insert quality]. During [his/her/their] time in my team, [he/she/they] managed to [insert example].

I’ve always put a premium on [insert quality] among my team members and [employee name] never failed to deliver. An example was when [insert example].

[Employee name] is a delight to work with and I wouldn’t hesitate to hire [him/her/them] again.

Should you have any further questions about [him/her/them], feel free to reach me at [phone number].

Thanks,

[Your name and signature]