[Your address]
[The date]
[The recipient’s address]

Dear [name of recipient],

I am happy to recommend [name of your former employee] for a position in [name of the firm to which candidate is applying]. I have worked as [your position] overseeing [name of candidate] for [x] years and can attest to their excellence and worth as an employee.

During the time I have supervised [name], I have found them to be [adjectives that describe their work or work ethic]. [Include specific examples of how they excelled in the workplace under your supervision.]

I am confident that [name] will be an asset to your company. Please contact me with any additional questions you might have.

Sincerely,

[Your signature]
[Your name]