

[Date, Ex. July 23rd, 2022]

[Sender's name and title]

[Sender company's name and address]

[Recipient's name]

[Recipient's company's address]

Dear Mr.(Mrs.) **[Recipient's name]**

I am writing this letter to recommend **[fullname of person recommended]** who held the position of **[position of person recommended]** for **[time worked]** years. During the time **[name of person recommended]** was working in this Company, he proved to be a responsible and serious person, and he(she) has been an absolute joy to work with.

[Name of person recommended] is very dedicate about his(her) job. He(She) always has a smile on, he(she) is very kind and joy, and works great under stressful situations, which is sometimes the case of this industry. He(She) is always impeccable and his(her) work in team is so good.

As his(her) boss, I would like to highly recommend **[name of person recommended]** for the position of **[new position of person recommended]**. Certainly that he(she) will perform as satisfactorily in your Company as he(she) has in ours. We are sad to see him(her) go, but we are confident that he(she) will continue to carry on with his(her) profession passionately in his(her) new workplace.

Please, be sure to contact me if you have any questions at **[phone number and email]**.

Truthfully,

[Sender's name]