

[Recommender's Name] [Title, Company Name] [Address] [Email] | [Phone] [Date]

Hiring Manager [Company Name] [Company Address]

Dear Hiring Manager,

I am writing to recommend [Candidate's Name] for the position of [Job Title] at [Company Name]. [He/She/They] reported to me directly for [Duration] at [Your Company Name], where [he/she/they] worked as [Job Title]. I have managed teams of varying sizes over [X] years, and [Candidate's Name] is one of the more capable people I have worked with at that level.

[Candidate's Name] joined us at a point when [brief context — e.g., the team was scaling quickly / we were restructuring the department / we had just taken on a large new client]. Rather than needing time to settle, [he/she/they] identified what was needed and got on with it. Within [timeframe], [he/she/they] had [specific achievement — e.g., reduced the reporting cycle from five days to two, taken ownership of a client account generating £X in revenue, trained three junior staff members on the new system].

What made [Candidate's Name] effective was not just technical ability — though that was solid — but their judgment about when to escalate and when to solve something independently. In a team where managers are stretched, that distinction matters. [He/She/They] rarely brought a problem without a proposed solution, and when [he/she/they] did not know something, [he/she/they] said so rather than guessing.

[Candidate's Name] left [Your Company] to [brief, neutral reason — e.g., pursue a role with a broader scope / relocate]. The decision was theirs, and I respected it. If [he/she/they] had chosen to stay, I would have wanted to keep them.

I recommend [Candidate's Name] without hesitation. Please reach me at [email] if you have specific questions about [his/her/their] work.

Yours sincerely,

[Recommender's Name] [Title and Company]