[Recipient name]
[Company name]
[Street Address]
[City, State Zip Code]

[Insert date]

Dear [Insert recipient name]:

I am pleased to write this letter of recommendation for Anthony Jones. Mr. Jones worked for me until two years ago. I was his direct supervisor at Marc Technologies from 2009 until 2014.
During his employment at the company, Mr. Jones went from a junior trainee to a program technician and management trainee. He left our company to move on to another career elsewhere but always kept in touch.

Mr. Jones is a hard-working individual who knows how to get the job done quickly and effectively. He works well as a part of a team and can function as a leader when required. He has always exhibited superior communication skills and gets along well with staff and supervisors. He is highly respected by colleagues, customers and management.

When Mr. Jones left our company, we were all saddened to see him leave but wished him the greatest success with his new position. Based on my experience working with him, I can recommend him to you for your open position.

Sincerely,

[Signature]

[Your name, title]