[Your Name]  
[Your Job Title (e.g., Marketing Manager)]  
[Your Company Name]  
[Your Company Address]  
[Your Phone Number]  
[Your Email Address]  
  
[Date]  
  
[Hiring Manager Name] (If known, otherwise use title)  
[Hiring Manager Job Title]  
[Company Name]  
[Company Address]  
  
\*\*Subject: Letter of Recommendation for [Employee's Full Name] - Direct Report\*\*  
  
Dear [Mr./Ms./Mx. Hiring Manager Last Name or "Hiring Manager"],  
  
It is with genuine enthusiasm that I recommend [Employee's Full Name] for [mention the type of position or program they are seeking, e.g., "the Senior Analyst position at your company," or "admission to the MBA program at [University Name]"].  
  
As the [Your Job Title] at [Your Company Name], I have had the distinct pleasure of directly supervising [Employee's First Name] in [his/her/their] role as [Employee's Job Title] for the past [Number] years/months. This position reported directly to me, affording me a clear view of [his/her/their] performance, skills, and professional development.  
  
During [his/her/their] tenure under my supervision, [Employee's First Name] consistently exceeded expectations and proved to be a highly valuable member of my team. [He/She/They] possesses a strong combination of [mention 2-3 key technical or role-specific skills, e.g., analytical skills, software proficiency, project management capabilities] and essential soft skills, including [mention 1-2 key soft skills, e.g., exceptional teamwork, clear communication, proactive problem-solving].  
  
I was particularly impressed with [Employee's First Name]'s performance on [mention a specific, significant project or responsibility]. [He/She/They] [describe their action and quantify the positive result, e.g., "took the lead in restructuring our client onboarding process, which resulted in a 20% reduction in onboarding time and increased client satisfaction scores," or "played a key role in the development of the X project, contributing innovative ideas that directly impacted its success"]. [Add another specific example, perhaps highlighting a different skill or achievement, referencing performance reviews if appropriate, e.g., "Furthermore, their performance reviews consistently highlighted their ability to manage complex tasks under pressure."].  
  
[Employee's First Name] is not only technically proficient but also demonstrates [mention a key characteristic, e.g., strong leadership potential, a remarkable ability to collaborate, a commitment to continuous learning]. [He/She/They] actively [mention a positive behavior, e.g., mentored junior team members, sought out professional development opportunities, contributed positively to team morale].  
  
Based on my direct observation of [his/her/their] outstanding performance, work ethic, and significant contributions to my team, I confidently give [Employee's Full Name] my highest recommendation. [He/She/They] consistently demonstrated the qualities necessary for success and would be a tremendous asset to [mention the target company or program type].  
  
I welcome the opportunity to discuss [Employee's First Name]'s qualifications further. Please feel free to contact me at your convenience.  
  
Sincerely,  
  
[Your Signature (if sending a hard copy)]  
  
[Your Typed Name]  
[Your Job Title]