[Date]

To whom it may concern,

I am pleased to recommend [name], who worked with me at [company] as [job title] from [month, year] to [month, year]. I was [his/her/their] direct manager throughout this period.

[Name] was responsible for [main responsibility]. Two examples stand out: [example 1 with a result, e.g. led the migration to a new CRM, cutting response time from X to Y], and [example 2 with a result].

Beyond the results, [name] is [one quality, with a short example].

I recommend [name] without reservation for any role in [field], and I would be happy to discuss [his/her/their] work further.

Sincerely,
[Full name], [Title]
[Company]
[Email] · [Phone]

נוסח לדוגמה מ-custro.com/he/recommendation-letter.