

Dear [Name],

*It gives me great pleasure to recommend [Candidate's Name].*

*I am a [Role Name] at [Institution Name]. I worked with [Candidate's Name] at [Institution Name] for [Number of Years] years.*

*In my experience, [Candidate's Name] has always been [insert quality]. During their time with us, we've seen [describe the positive impact they've had].*

*It's clear that [Candidate Name's] greatly values [insert quality]. During their tenure here, they took great care to [describe some of their efforts in detail]. They also [describe their efforts in another area].*

*An example of [Candidate Name's] commitment to [insert quality] is their work on [describe a particular initiative/project they took up]. This resulted in [describe impact].*

*All in all, I greatly enjoyed working with [Candidate's Name]. They're an asset to any academic institution, and I heartily recommend them.*

*In case you'd like to speak further about their background and experience, do reach out to me at [contact details].*

*Sincerely,*

*[Your Signature]*

*[Your Name and Title]*