

[Your Full Name]  
[Your Job Title/Seniority]  
[Company Name]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

**Subject: Recommendation for [Colleague's Full Name]**

Dear [Hiring Manager Name],

I am writing to formally recommend [Colleague's Name] for the position of [Target Job Title] at [Target Company]. During our time working together at [Current/Former Company] for [Number] years, I served as [Your Relationship, e.g., Senior Lead / Peer Designer] and closely observed [Colleague's Name]'s technical proficiency and professional growth.

[Colleague's Name] possesses a deep understanding of [Specific Sub-field, e.g., Power Systems, Analog Circuitry, Embedded Systems]. One notable project involved [Brief Project Description], where [Colleague's Name] demonstrated exceptional skill in [Specific Technical Skill, e.g., PCB Layout, FPGA Programming, or MATLAB Simulation]. Their ability to troubleshoot complex electrical interference issues and optimize [Specific System] was instrumental to our team meeting project deadlines.

Beyond technical expertise, [Colleague's Name] is a collaborative engineer who excels in cross-functional environments. They consistently bridge the gap between hardware requirements and software implementation, ensuring a cohesive design cycle. Their commitment to safety standards and rigorous testing protocols consistently elevated the quality of our deliverables.

I am confident that [Colleague's Name] will be a valuable asset to your engineering team. Please feel free to contact me if you require any further information regarding their qualifications or past performance.

Sincerely,

[Signature]

[Your Printed Name]