

[Your Name]
[Your Title]
[Your Company]
[Your Email]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for the position of Chief Technology Officer at [Company Name]. Having worked closely with [Candidate Name] for [Number] years at [Previous Company] in my capacity as [Your Title], I can attest to their exceptional technical leadership and strategic vision.

During their tenure, [Candidate Name] was instrumental in [mention a specific technical achievement, e.g., scaling our infrastructure or launching a flagship product]. They possess a rare ability to bridge the gap between complex engineering requirements and high-level business objectives. Their expertise in [mention specific technologies, e.g., cloud architecture, AI, or cybersecurity] helped our organization maintain a competitive edge in a rapidly evolving market.

Beyond their technical proficiency, [Candidate Name] is an outstanding leader. They successfully managed a team of [Number] engineers, fostering a culture of innovation, mentorship, and accountability. They have a proven track record of recruiting top talent and streamlining development lifecycles to ensure timely delivery of high-quality software.

I am confident that [Candidate Name] possesses the experience, integrity, and forward-thinking mindset necessary to lead your technology department. I recommend them without reservation.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]