

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Employee's Name], who worked with us at [Your Company] from [Start Date] to [End Date] as a [Employee's Position].

During their time with our team, [Employee's Name] consistently demonstrated [mention specific skills, qualities, or achievements]. Their ability to [describe relevant experience or situation] was particularly impressive.

[Add specific examples or anecdotes that highlight the employee's performance and character.]

In addition to their professional skills, [Employee's Name] is [describe personal qualities, such as being a team player, dedicated, etc.]. They have made a positive impact on our team and contributed greatly to our projects.

I wholeheartedly recommend [Employee's Name] for [the position or opportunity they are applying for]. I believe they will be a valuable asset to any organization.

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]