

[Your Name]
[Your Position]
[Your Department]
BNSF Railway
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Department]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Employee's Name], who has worked with us at BNSF Railway as a [Employee's Job Title] from [Start Date] to [End Date]. During their time with us, [Employee's Name] demonstrated exceptional skills in [mention specific skills or roles], contributing significantly to our team's success.

[He/She/They] consistently showed [describe work ethic, teamwork, or leadership qualities] and was instrumental in [specific project or achievement]. [Provide a specific example to illustrate these points.]

I wholeheartedly recommend [Employee's Name] for [position or opportunity they are applying for], as I believe [he/she/they] will bring the same dedication and excellence to [Recipient's Company]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information or details.

Sincerely,

[Your Name]
[Your Position]
BNSF Railway