

[Your Name]  
[Your Job Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Job Title]  
[Recipient Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a reference for [Intern/Employee's Name] who completed their work experience with us from [Start Date] to [End Date]. During this period, [he/she/they] worked as a [Position Title] and contributed significantly to our team.

[Intern/Employee's Name] demonstrated [his/her/their] ability to [specific skills or responsibilities]. [He/She/They] consistently showed [qualities such as dedication, teamwork, problem-solving skills, etc.], and was able to [specific achievement or contribution].

I believe [Intern/Employee's Name] has the potential to excel in future endeavors and would be a valuable addition to any team. I am happy to provide more details if needed. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company]