

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this reference letter for [Candidate's Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization] where [he/she/they] held the position of [Candidate's Position].

During this time, [Candidate's Name] displayed exceptional [qualities/skills] such as [specific examples or skills]. [He/She/They] was instrumental in [specific contribution or achievement].

I am confident that [Candidate's Name] will be a valuable asset to your team. I highly recommend [him/her/them] for [the position or opportunity].

Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]
[Your Position]