

[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]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this reference letter for [Employee's Name], who has been working as a [Employee's Position] at [Your Company] for the past [duration]. During this time, [he/she/they] has consistently demonstrated [his/her/their] abilities and dedication, making [him/her/them] a valuable member of our team.

[He/She/They] has excelled in [specific skills, qualities, or responsibilities], showcasing [his/her/their] strong performance in [specific projects or tasks]. [Employee's Name] is known for [positive traits such as teamwork, reliability, problem-solving abilities, etc.]. In addition to [his/her/their] technical skills, [Employee's Name] is a proactive learner who continuously seeks to improve [his/her/their] knowledge and contribute to our company's success. I am confident that [he/she/they] will bring the same level of enthusiasm and competence to [Recipient's Company].

I highly recommend [Employee's Name] for any position [he/she/they] pursues. Please feel free to reach out to me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company]