

[Your Name]  
[Your Title/Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[OHIP Organization Name]  
[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 at [Your Company/Organization] as a [Employee's Job Title] from [Start Date] to [End Date]. During their time with us, [Employee's Name] has consistently demonstrated [specific skills, qualities, or work ethic relevant to the position they are applying for at OHIP].

[Employee's Name] has shown exceptional [mention specific skills or achievements relevant to OHIP, e.g., communication skills, attention to detail, ability to work under pressure]. One notable example of their work includes [specific example of a project or achievement]. Their ability to [mention relevant qualities or skills] has greatly contributed to our team's success.

I am confident that [Employee's Name] will bring the same dedication and professionalism to OHIP. I strongly recommend them for the [specific position or program] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you need any more information or would like to discuss [Employee's Name]'s qualifications further.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization]