

[Your Name]
[Your Position]
[Your Company Name]
[Company 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 writing to provide a detailed employment reference for [Employee's Name], who has worked with us at [Company Name] as a [Employee's Job Title] from [Start Date] to [End Date]. During this period, [Employee's Name] demonstrated exceptional skills and contributed significantly to our team.

[Employee's Name]'s key responsibilities included:

- [Responsibility 1: describe specific tasks and achievements]
- [Responsibility 2: describe specific tasks and achievements]
- [Responsibility 3: describe specific tasks and achievements]

Throughout their employment, [Employee's Name] exhibited qualities such as:

- Professionalism: [Provide an example or situation]
- Teamwork: [Provide an example or situation]
- Problem-solving: [Provide an example or situation]

[Employee's Name] consistently met or exceeded performance expectations. [He/She/They] was particularly adept at [specific skill or quality], which resulted in [specific outcome or achievement].

In addition to their technical skills, [Employee's Name] is a natural leader and took the initiative to [describe a relevant initiative]. Their ability to communicate effectively with both colleagues and clients has greatly enhanced our team's dynamics.

I highly recommend [Employee's Name] for [specific position or opportunity they are applying for with OHIP]. I am confident that [he/she/they] will bring the same level of dedication and excellence to [his/her/their] future endeavors.

Should you require any further information or specific examples of [Employee's Name]'s work, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]