

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

Dear [Recipient's Name],

I am writing to provide a reference for [Employee's Name], who worked at [Your Company/Organization] as a [Employee's Position] from [Start Date] to [End Date].

During their tenure in our organization, [Employee's Name] demonstrated exceptional skills in [list relevant skills or qualities], and consistently contributed to [mention specific projects, goals, or initiatives].

[Detail a specific example of the employee's contributions or achievements].

I highly recommend [Employee's Name] for [the position/role they are applying for], as I believe they will bring the same level of dedication and expertise to your organization as they did here.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization]