

[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

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

During their time with us, [Employee's Name] has demonstrated exceptional skills in [list relevant skills or competencies]. They consistently [provide specific examples of achievements or contributions].

[Employee's Name] is not only a dedicated worker but also a [mention personal attributes, e.g., team player, problem-solver]. Their ability to [specific task or responsibility] greatly contributed to [specific outcome or project].

I highly recommend [Employee's Name] for any opportunity they pursue. I am confident that they will be an asset to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

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