

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

Dear [Recipient Name],

I am writing to provide a reference for [Employee Name] regarding their employment at [Your Company/Organization]. [Employee Name] held the position of [Employee Job Title] from [Start Date] to [End Date]. During their time with us, [Employee Name] demonstrated exceptional skills in [describe relevant skills or contributions]. They consistently [mention specific achievements or responsibilities] and exhibited a strong work ethic.

[Add additional details about their performance, character, and contributions to the team or organization.]

I am confident that [Employee Name] will excel in their future endeavors and will be a valuable asset to any organization. Should you require further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]