

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, Province, Postal Code]

Dear [Recipient's Name],

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

During their time with us, [Employee's Name] demonstrated exceptional skills in [briefly describe key skills or responsibilities], and contributed significantly to [mention any specific projects or achievements]. Their ability to [mention any specific traits or experiences relevant to the job] made them a valuable member of our team.

[Employee's Name] is a [positive adjective] individual who is [describe personal qualities that are relevant to employment]. I confidently recommend them for [Position or opportunity they are applying for] at [Recipient's Company/Organization].

If you have any further questions or would like to discuss [Employee's Name]'s qualifications and character, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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