

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I am writing to formally provide an employment reference for [Employee's Name], who was employed at [Your Company/Organization Name] from [Start Date] to [End Date] in the capacity of [Employee's Position].

During their time with us, [Employee's Name] demonstrated exceptional skills in [mention relevant skills and competencies related to the position]. Their ability to [describe specific tasks or responsibilities they excelled at] was invaluable to our team.

[Employee's Name] consistently showed [mention qualities such as professionalism, dedication, teamwork, etc.], and was always willing to go above and beyond to ensure project success.

I believe that [Employee's Name] would be a great asset to any team and highly recommend them for the position of [Position they are applying for] at OHIP.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company/Organization Name]