

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

Dear [Recipient's Name],

I am writing to provide a reference for [Employee's Name] regarding their employment at [Company Name] from [Start Date] to [End Date]. During their time with us, [Employee's Name] held the position of [Employee's Position] and was responsible for [brief description of job responsibilities].

Throughout their employment, [Employee's Name] demonstrated [key skills or attributes, e.g., professionalism, teamwork, problem-solving skills]. They consistently [specific accomplishments or contributions], which significantly benefited our team and the organization as a whole.

[Employee's Name] interacts well with both colleagues and clients, showing [soft skills such as communication, adaptability, etc.]. Their ability to manage [specific tasks or challenges] effectively highlighted their strong work ethic and dedication.

I have no doubt that [Employee's Name] will be a valuable asset to any organization they choose to join. I wholeheartedly recommend them for the position they are applying for.

If you have any further questions or require additional information, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]