

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

Dear [Recipient's Name],

I am writing to provide a reference for [Candidate's Name] who has worked as a QA Manager at [Your Company/Organization] from [Start Date] to [End Date]. During this time, I have had the pleasure of witnessing [his/her/their] professional growth and contribution to our team.

[Introduce the candidate and their role. Describe their key responsibilities and the impact they had on the team or projects.]

[Highlight specific skills and strengths relevant to the position of a QA Manager, such as leadership, communication, project management, and technical expertise.]

[Provide examples of successful projects or initiatives led by the candidate that demonstrate their abilities and effectiveness in the QA field.]

[Conclude with a strong endorsement, expressing your confidence in the candidate's capabilities and potential future contributions. Offer to provide additional information if necessary.]

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Signature (if sending a hard copy)]