[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient Name],
I am pleased to write this reference letter for [Candidate Name], who has worked with me at [Your Company/Organization] as a [Candidate's Position] from [Start Date] to [End Date].
During their time with us, [Candidate Name] exhibited exceptional skills in software development and demonstrated a strong ability to work collaboratively within a team. [He/She/They] was responsible for [specific project or responsibility], where [he/she/they] [describe key accomplishments or contributions].
[Candidate Name] possesses strong technical skills in [mention relevant programming languages, tools, or technologies], and consistently delivered high-quality code while meeting project deadlines.
[He/She/They] also contributed to team discussions, offering valuable insights and innovative solutions.
Furthermore, [Candidate Name]'s strong work ethic, commitment to continuous learning, and ability to adapt to new challenges make [him/her/them] an ideal candidate for any software engineering position.
I wholeheartedly recommend [Candidate Name] for the [specific position or opportunity] at [Recipient's Company/Organization]. I am confident that [he/she/they] will bring the same level of dedication and excellence to your team as [he/she/they] did with ours.
Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]