

[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]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

During their time with us, [Employee's Name] demonstrated exceptional skills in [specific skills or tasks]. They were responsible for [briefly describe key responsibilities or projects], showcasing their ability to [mention any relevant abilities or qualities].

[Employee's Name] was an invaluable member of our team, consistently displaying professionalism, dedication, and a strong work ethic. Their contributions significantly impacted our [mention any positive outcomes or achievements].

I have no hesitation in recommending [Employee's Name] for any future opportunities they may pursue. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]