

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

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

Dear [Recipient's Name],

I am writing to provide a reference for [Employee's Name], who worked as a [Employee's Job Title] at [Your Company Name] from [Start Date] to [End Date]. During this time, [Employee's Name] demonstrated exceptional skills in their role, particularly in [mention specific skills or accomplishments relevant to the home office job].

[Employee's Name] consistently exhibited a high level of professionalism and dedication, which greatly contributed to our team's success. Their ability to [mention specific tasks or characteristics, such as manage time effectively, communicate clearly, or use specific software/tools], made them a valuable asset to our remote work environment.

I highly recommend [Employee's Name] for any position that aligns with their skills and experience. I am confident they will excel in a home office job and contribute positively to any organization.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]