

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

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

Dear [Recipient's Name],

I am writing to provide a reference for [Candidate's Name] who has applied for the position of [Candidate's Desired Position] at [Recipient's Company]. I have had the pleasure of working with [Candidate's Name] at [Your Company] for [duration of time] and during this time I have observed [him/her/them] demonstrate [specific qualities or skills relevant to the job].

Throughout [his/her/their] time in the role of [Candidate's Position], [Candidate's Name] consistently [describe key achievements or responsibilities]. For instance, [provide a specific example of a project or situation where the candidate excelled]. This experience showcases [his/her/their] ability to [relevant skill or attribute].

Moreover, [Candidate's Name] possesses excellent [list additional skills or attributes, such as communication, teamwork, leadership, etc.].

[He/She/They] has always been [mention any particular work ethic or attitude]. [Candidate's Name] has a unique ability to [describe another positive aspect of the candidate's performance].

I am confident that [Candidate's Name] will bring the same dedication and expertise to [Recipient's Company] as [he/she/they] did at [Your Company]. I wholeheartedly recommend [him/her/them] for the position of [Candidate's Desired Position] and am certain that [he/she/they] will be a valuable asset to your team.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or specific examples regarding [Candidate's Name].

Thank you for considering this application, and I wish [Candidate's Name] all the best in [his/her/their] future endeavors.

Sincerely,

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