

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

Dear [Recipient Name],

I am writing to provide a reference for [Employee's Name] in relation to their position at zg stock. During their time with us, [Employee's Name] has consistently demonstrated [mention specific qualities or skills], making them a valuable asset to our team.

[Provide examples of their work, achievements, and contributions.]

I believe that [Employee's Name] would be a tremendous benefit to your [team/company], and I wholeheartedly recommend them for the [specific position or opportunity] at zg stock.

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 Typed Name]

[Your Position]

[Your Company]