

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Employee's Name], who has worked with us at [Your Company Name] 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 related to the job, e.g., project management, technical abilities, etc.]. [He/She/They] consistently delivered high-quality work and proved to be a valuable member of our team.

[Include specific examples of accomplishments or projects the employee contributed to, highlighting their impact on the organization.]

[Employee's Name] possesses strong [mention relevant soft skills, e.g., communication, teamwork, problem-solving] skills that enable [him/her/them] to adapt well to new environments and challenges.

[He/She/They] maintains a positive attitude and works well under pressure.

I have no doubt that [Employee's Name] will bring the same level of dedication and competence to your organization. I highly recommend [him/her/them] for the ZJ visa application and believe [he/she/they] will be an asset to any team.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]