

Employment Reference Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to provide a reference for [Employee's Name], who worked under my supervision at [Your Company] from [Start Date] to [End Date]. During their time with us, [Employee's Name] held the position of [Employee's Position] and was an integral part of our team.

[Employee's Name] demonstrated exceptional skill in [mention specific skills or responsibilities]. They consistently delivered high-quality work and contributed positively to the workplace. Their ability to [mention specific achievements or qualities] made a significant impact on our operations.

I have no doubt that [Employee's Name] will bring the same dedication and excellence to any future role. I highly recommend them for any opportunities they pursue.

If you would like to discuss [Employee's Name] further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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