

# Personal Reference Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to provide a personal reference for [Employee's Name], who worked with us at [Company Name] from [Start Date] to [End Date]. During this time, I had the pleasure of supervising [him/her/them] and witnessing [his/her/their] professional growth.

[Employee's Name] consistently demonstrated outstanding work ethic, reliability, and dedication to [his/her/their] role as [Employee's Position]. [He/She/They] was instrumental in [specific achievement or responsibility], contributing significantly to our team's success.

In addition to [his/her/their] professional skills, [Employee's Name] possesses admirable interpersonal qualities. [He/She/They] is a team player, always willing to support colleagues and foster a positive work environment.

I wholeheartedly recommend [Employee's Name] for any position [he/she/they] pursues. I am confident that [he/she/they] will bring the same dedication and talent to your organization as [he/she/they] did to ours.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Position]

[Company Name]