

# Work Reference Letter

**[Your Name]**

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Employee's Name], who worked at [Your Company Name] as a [Employee's Job Title] from [Start Date] to [End Date]. During their time with us, they demonstrated outstanding skills in [mention key skills or responsibilities].

[Employee's Name] was known for [mention any specific achievements, contributions, or qualities]. Their ability to [mention specific abilities] was invaluable to our team.

I highly recommend [Employee's Name] for [mention the position or opportunity they are applying for]. I am confident that they will bring the same dedication and skill to your organization.

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

Sincerely,

[Your Name]

[Your Position]