

Reference Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the [Position Title] at [Company Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company], and I can confidently say that [he/she/they] is one of the most skilled and dedicated professionals I have encountered.

[Candidate's Name] consistently demonstrated [specific skills or attributes], and made a significant impact on our [project, team, etc.]. [He/She/They] is a quick learner, adaptable, and possesses excellent [mention relevant skills].

I believe [Candidate's Name] will be a great asset to your team, and it is without hesitation that I recommend [him/her/them] for this opportunity. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]