

Employment 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 has worked with us at [Your Company Name] as a [Employee's Position] from [Start Date] to [End Date]. During this time, I had the pleasure of overseeing [Employee's Name]'s work and can confidently attest to their skills and work ethic.

[Employee's Name] has demonstrated exceptional [specific skills or qualities relevant to the new job, e.g., leadership, teamwork, problem-solving] throughout their tenure. They have always approached their duties with a positive attitude and a commitment to excellence.

In addition to their professional skills, [Employee's Name] is an outstanding team player and has made a fantastic contribution to our office culture. I believe they will be a valuable asset to any organization.

I wholeheartedly recommend [Employee's Name] for the position at your company. If you have any further questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]