

# Colleague Reference Letter

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Colleague's Name] for [position or opportunity] at [Company/Organization]. I had the pleasure of working alongside [Colleague's Name] for [duration], where we collaborated on numerous projects.

During our time together, [Colleague's Name] consistently demonstrated exceptional [skills/qualities, e.g., leadership, analytical thinking, communication]. One specific instance was when [describe a relevant anecdote or achievement]. This not only showcased [his/her/their] capabilities but also contributed significantly to our team's success.

[Colleague's Name] is highly regarded for [his/her/their] ability to [describe particular strengths or qualities]. I have no doubt that [he/she/they] will bring the same level of dedication and excellence to your team.

In conclusion, I highly recommend [Colleague's Name] for [position]. Please feel free to reach out to me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,  
[Your Name]