

# Personal Reference Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Applicant's Name] for the social work position at [Company/Organization Name]. I have known [Applicant's Name] for [duration] in my capacity as [your relationship to the applicant]. During this time, I have been consistently impressed by their dedication, compassion, and professionalism.

[Applicant's Name] has demonstrated exceptional skills in [mention specific skills relevant to social work], which would undoubtedly make them a valuable asset to your team. Their ability to [specific example or anecdote] showcases their commitment to helping others and their strong problem-solving abilities.

Furthermore, [Applicant's Name] possesses excellent interpersonal skills, allowing them to build rapport and trust with clients, colleagues, and supervisors. Their ability to [specific example of teamwork or leadership] highlights their readiness for a role in social work.

I strongly believe that [Applicant's Name] will excel in the social work position and contribute positively to your organization. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization, if applicable]

[Your Phone Number]

[Your Email]