

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to provide a professional reference for [Coworker's Name], who worked with me at [Your Company] as a [Coworker's Position] from [Start Date] to [End Date]. During this time, I had the opportunity to work closely with [Coworker's Name] and witness their exceptional skills and dedication firsthand.

[Coworker's Name] is a highly motivated individual with a strong work ethic. They consistently demonstrated the ability to manage projects effectively, meet deadlines, and deliver high-quality results. [He/She/They] has excellent problem-solving skills and approached challenges with a positive attitude.

In addition to [his/her/their] technical skills, [Coworker's Name] is an outstanding team player. [He/She/They] has the ability to communicate well with colleagues and clients alike, fostering a collaborative and productive working environment.

I am confident that [Coworker's Name] would be an asset to any organization [he/she/they] joins. I wholeheartedly recommend [him/her/them] for any position [he/she/they] may be pursuing.

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

Sincerely,

[Your Name]