

Personal Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to wholeheartedly recommend [Candidate's Name] for [Position/Opportunity] within your organization. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their relationship to you, e.g., colleague, mentor, etc.].

[Candidate's Name] has consistently demonstrated [his/her/their] abilities in [mention specific skills, qualities, or achievements relevant to the position]. [He/She/They] is a diligent and dedicated individual who [describe a particular instance or project that showcases the candidate's strengths].

Aside from [his/her/their] professional qualifications, [Candidate's Name] is a person of great integrity and work ethic. [He/She/They] gets along well with colleagues and is highly respected by peers.

I am confident that [Candidate's Name] will be an excellent addition to your team and will bring [his/her/their] unique skills and perspectives to [Company Name]. Please feel free to contact me at [Your Email] or [Your Phone Number] should you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]