

# Executive Reference Letter

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

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

Dear [Recipient Name],

I am pleased to provide this reference for [Candidate's Name] in support of their application for [specific leadership role] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company], where they have served as [Candidate's Position].

During their tenure, [Candidate's Name] has demonstrated exceptional leadership abilities. They possess a keen strategic vision, which has been instrumental in driving our team's success. [He/She/They] consistently fosters a collaborative work environment and communicates effectively with all stakeholders.

One of [Candidate's Name]'s most notable achievements was [specific achievement or project]. This accomplishment not only showcased [his/her/their] project management skills but also highlighted [his/her/their] ability to inspire and motivate others.

I have no doubt that [Candidate's Name] will bring the same level of commitment, innovation, and leadership to your organization as [he/she/they] has shown in ours. I highly recommend [him/her/them] for the position without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information or specific examples of [Candidate's Name]'s work.

Sincerely,  
[Your Name]  
[Your Title]