

# Job Application Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a reference for [Applicant's Name], who is applying for a position in [New Industry/Field]. I have had the pleasure of working with [Applicant's Name] for [duration] at [Company Name] where they held the position of [Job Title].

[Applicant's Name] has demonstrated exceptional skills in [mention relevant skills or experiences applicable to the new industry]. Their adaptability and willingness to learn have been evident in their approach to [specific tasks or projects].

Despite being in a different industry, I believe that [Applicant's Name] will bring a fresh perspective and a solid work ethic to [New Company/Organization]. Their ability to [mention specific achievements or qualities] will undoubtedly contribute to their success in [New Industry/Field].

In conclusion, I wholeheartedly recommend [Applicant's Name] for any opportunity they pursue. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]