

Letter of Reference for [Applicant's Name]

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

To Whom It May Concern,

I am writing to recommend [Applicant's Name] for [specific role or opportunity] at [Company Name]. I have had the pleasure of working with [Applicant's Name] at [Your Company or Organization] for [duration], where [he/she/they] served as [Applicant's Job Title].

[Applicant's Name] consistently demonstrated a high level of professionalism and expertise, particularly in [mention skills or projects]. [His/Her/Their] ability to [explain specific accomplishments or traits] was instrumental in our team's success.

I believe that [Applicant's Name] would be an excellent addition to your team, and I have no doubt that [he/she/they] will continue to excel in [his/her/their] career.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,
[Your Name]