

Co-op Program Reference Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Address Line 1]

[Address Line 2]

[City, State, Zip]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to provide a reference for [Student's Name], who has completed a co-op program with us at [Company/Organization Name] from [Start Date] to [End Date]. During [his/her/their] time here, [he/she/they] demonstrated exceptional skills and a strong work ethic.

[Student's Name] was involved in [describe specific tasks and responsibilities]. [He/She/They] showed [mention specific qualities such as creativity, teamwork, leadership, etc.], making a significant contribution to our team.

I highly recommend [Student's Name] for any future opportunities in [his/her/their] career. [He/She/They] has proven to be a reliable and capable individual who will undoubtedly succeed in [his/her/their] professional pursuits.

If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]