

Co-op Program Reference Letter

Date: [Insert Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing this letter to provide a reference for [Student's Name], who participated in our Co-op Program at [School Name]. During their time with us from [Start Date] to [End Date], [Student's Name] demonstrated exceptional skills and a strong work ethic.

[Student's Name] has excelled in [specific tasks or projects]. They have shown great ability to [mention relevant skills or achievements] and have been a valuable asset to our team.

Furthermore, [Student's Name] has exhibited excellent communication skills, a proactive attitude, and the ability to work well under pressure. These attributes will undoubtedly benefit them in their future endeavors.

I am confident that [Student's Name] will bring the same level of dedication and enthusiasm to your organization. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]