

Reference Letter for Co-op Program

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for the [Co-op Program Name] at [Company/Organization Name]. As [his/her/their] [Your Relationship to the Student, e.g., supervisor, professor] during [time period], I have had the pleasure of witnessing firsthand [his/her/their] professional growth and dedication.

[Student's Name] has demonstrated exceptional skills in [specific skills or attributes relevant to the position], and [he/she/they] has a strong work ethic that sets [him/her/them] apart from [his/her/their] peers. One of [his/her/their] key contributions included [specific example or project], which resulted in [outcome or achievement].

I believe [Student's Name] would be a valuable addition to your team. [His/Her/Their] ability to adapt to new environments and collaborate effectively with others will make [him/her/them] excel in the co-op program.

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]