

Reference Letter for Co-op Program

Date: [Insert Date]

[Supervisor's Name]
[Supervisor's Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

To Whom It May Concern,

I am writing to provide my endorsement for [Student's Name] as a candidate for the co-op program at [Institution/Company]. As [his/her/their] supervisor at [Company Name], I have had the pleasure of working with [Student's Name] for [duration of employment]. During this time, I have observed [his/her/their] exceptional skills in [relevant skills or areas, e.g., project management, teamwork, etc.].

[Student's Name] has demonstrated a strong ability to [specific achievements or responsibilities]. [He/She/They] consistently goes above and beyond to ensure [specific contributions to the team or projects].

I believe that [Student's Name] would be a valuable asset to your co-op program and is ready to meet the challenges ahead. I fully endorse [his/her/their] application and am confident that [he/she/they] will excel in this opportunity.

If you have any questions or require further information, please feel free to contact me at [Supervisor's Phone Number] or [Supervisor's Email Address].

Thank you for considering this recommendation.

Sincerely,

[Supervisor's Name]
[Supervisor's Position]
[Company Name]