Reference Letter

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Reference for [Candidate's Name]

Dear [Recipient's Name],

I am writing to formally provide a reference for [Candidate's Name], who has successfully completed the [Name of Technical Certification] with our organization on [Completion Date].

Throughout the duration of the certification program, [Candidate's Name] demonstrated exceptional skills in [specific skills related to the certification, e.g., programming, systems analysis, etc.]. They were consistently punctual, engaged, and contributed positively to group projects.

Furthermore, [Candidate's Name]'s understanding of [specific technologies or methodologies] was evident and showcased their ability to apply theoretical knowledge in practical scenarios.

I confidently recommend [Candidate's Name] for any opportunities related to their certification. Should you require any further information, please feel free to contact me.

Thank you for considering this reference.

Sincerely,

[Your Name]

[Your Title]

[Your Company]