

[Your Name]
[Your Title/Position]
[Your Department]
[University/Institution Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Department/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a reference for [Candidate's Name] as they apply for a postdoctoral position at [Institution/Department]. I have had the pleasure of working with [Candidate's Name] for [duration] as their [your relationship, e.g., supervisor, mentor] at [Your Institution].

[Candidate's Name] has demonstrated exceptional skills in [specific skills related to the field], showcasing their capability in [mention specific achievements or contributions]. [He/She/They] have been instrumental in [describe relevant projects or research]. Their ability to [mention another skill or quality] stands out amongst their peers.

Moreover, [Candidate's Name] is a proactive and innovative thinker, which I believe will greatly benefit the research team at [Recipient's Institution]. [He/She/They] is also an excellent communicator, able to convey complex ideas effectively.

I wholeheartedly recommend [Candidate's Name] for the postdoctoral position, as I am confident that [his/her/their] skills and dedication will be a significant asset to your team. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Department]
[University/Institution Name]