

Job Application Reference

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Applicant's Name] for the [Part-Time Role] at [Company Name]. I have had the pleasure of knowing [Applicant's Name] for [Duration] while they worked as [Your Position] at [Your Company or Context].

[Applicant's Name] has demonstrated excellent skills in [Skills/Abilities Relevant to the Job]. They are reliable, hardworking, and consistently meet deadlines. Their positive attitude and ability to work as part of a team have greatly contributed to our success.

I believe [Applicant's Name] would be an asset to your team and I wholeheartedly recommend them for the position. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]