

Reference Letter for [Applicant's Name]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to recommend [Applicant's Name] for the remote position at [Company Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company], where [he/she/they] excelled as a [Applicant's Position].

[Applicant's Name] demonstrated exceptional skills in [specific skills or projects], showing a remarkable ability to work independently and manage [his/her/their] time effectively in a remote setting. [He/She/They] consistently delivered high-quality results and contributed positively to our team dynamics.

I believe that [Applicant's Name]'s experience and dedication make [him/her/them] a perfect fit for the remote role at [Company Name]. I am confident that [he/she/they] will bring the same level of commitment and expertise to your organization.

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

Sincerely,

[Your Name]