

Reference Assessment Reply

Dear [Recipient's Name],

Thank you for reaching out regarding the reference assessment for [Candidate's Name]. I appreciate the opportunity to provide my insights on their candidacy.

I have known [Candidate's Name] for [duration] in the capacity of [your relationship]. During this time, I found them to be [adjective], [adjective], and [adjective]. Of particular note is their ability to [specific skill or achievement], which I believe will greatly benefit your organization.

I highly recommend [Candidate's Name] for the position of [Position Title], as I believe they possess the necessary skills and qualities to excel. Should you require any further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]