

# Letter of Reference

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Employee's Name] for the position of [Position Title] at [Recipient's Company]. During [his/her/their] time at [Your Company], [Employee's Name] consistently demonstrated exceptional skills in [specific skills or duties].

[Employee's Name] was a vital member of our team, contributing to [specific project or accomplishment]. [He/She/They] showcased remarkable qualities such as [mention qualities: leadership, teamwork, dedication, etc.]. I was particularly impressed by [specific example or anecdote].