

Manager Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Candidate's Name] for the position of [Job Title] at [Company Name]. I have had the pleasure of working closely with [Candidate's Name] for [duration] at [Your Company Name], where I serve as [Your Position].

During [his/her/their] tenure with us, [Candidate's Name] consistently demonstrated [his/her/their] ability to [describe skills or attributes]. [He/She/They] played a crucial role in [specific project or responsibility], showcasing exceptional [specific skills].

Furthermore, [Candidate's Name] possesses strong [mention any relevant skills or qualities], which I believe will be an asset to your team. [He/She/They] is also known for [mention any personal traits that support their qualification, like teamwork, leadership, etc.].

I wholeheartedly recommend [Candidate's Name] for this opportunity. I am confident that [he/she/they] will bring the same dedication and expertise to [Company Name] as [he/she/they] did here at [Your Company Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]