

# Professional Employment Reference

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

I am writing to provide a professional reference for [Employee's Name], who worked with us at [Company Name] from [Start Date] to [End Date]. During this time, [Employee's Name] held the position of [Employee's Position].

[Employee's Name] demonstrated a high level of professionalism and a strong work ethic. They were instrumental in [briefly describe a specific achievement or responsibility]. Their skills in [specific skills] were particularly valuable, and they consistently met or exceeded performance expectations.

In addition to their technical skills, [Employee's Name] was an excellent team player and displayed exceptional communication abilities. They contributed positively to our workplace culture and were well-respected by their colleagues.

I highly recommend [Employee's Name] for any opportunities they seek to pursue. I am confident that they will bring the same dedication and skill to your organization as they did to ours.

If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Company Name]