

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am pleased to write this reference letter on behalf of [Applicant's Name], who has applied for [Job Title] at [Company/Organization Name]. As [his/her/their] [Professor/Mentor/Advisor] at [Your Institution], I have had the opportunity to observe [his/her/their] development and performance over the course of [duration].

[Applicant's Name] has consistently demonstrated exceptional qualities that I believe make [him/her/them] an excellent candidate for this position. [He/She/They] is a highly motivated individual who exhibits [specific skills/attributes relevant to the job]. For example, [provide a specific example of a project/achievement that highlights these skills].

Furthermore, [Applicant's Name] possesses strong [mention soft skills] that would greatly benefit [Company/Organization Name]. [He/She/They] has shown the ability to work collaboratively in teams as well as independently on [specific tasks or projects].

In conclusion, I have no hesitation in recommending [Applicant's Name] for the [Job Title] position. I am confident that [he/she/they] will prove to be a valuable addition to your team. If you require any further information, please feel free to contact me at [your phone number] or [your email].

Thank you for considering this application.

Sincerely,
[Your Name]
[Your Title]