

Job Reference Assessment

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a reference for [Candidate's Name] in relation to their application for the [Job Title] position at [Company Name]. I had the pleasure of working with [Candidate's Name] at [Your Company Name] from [Start Date] to [End Date], where they held the position of [Candidate's Position].

[Candidate's Name] consistently demonstrated [insert key skills/attributes, e.g., strong problem-solving skills, excellent teamwork, etc.]. They were responsible for [insert specific responsibilities or achievements].

During their time with us, [Candidate's Name] was known for [insert any noteworthy traits, e.g., their dedication, punctuality, leadership qualities, etc.]. I believe these qualities make them an excellent fit for the position they seek.

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this reference.

Sincerely,

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