

Student Employment Reference Letter

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Student's Name], who has applied for a Co-op Program position at your organization. During [his/her/their] time at [Company Name] as a [Student's Job Title], I had the pleasure of working closely with [him/her/them].

[Student's Name] has shown exceptional abilities in [describe key skills or projects]. [He/She/They] demonstrate[s] [qualities such as leadership, teamwork, etc.], making a positive impact on our team.

I highly recommend [Student's Name] for the Co-op Program. [He/She/They] would be a valuable asset to your team, and I am confident in [his/her/their] ability to contribute positively.

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 recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]