

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

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

Dear [Employer's Name],

I am writing to provide a reference for [Student's Name], who is applying for a part-time position at [Company Name]. I have had the pleasure of knowing [Student's Name] for [duration] in my capacity as [Your Position] at [Your Organization/School].

[Student's Name] has consistently demonstrated exceptional qualities such as [list relevant skills or attributes, e.g., teamwork, punctuality, dedication]. I believe these attributes will be valuable in a work environment.

I highly recommend [Student's Name] for this position, as I am confident that they will contribute positively to your team. Should you require any further information, please feel free to contact me.

Thank you for considering this reference.

Sincerely,

[Your Name]
[Your Position]
[Your Organization/School]