

Sample Reference Letter

[Your Name]
[Your Position]
[Your Company or Institution]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position]
[Company or Institution Name]
[Company or Institution Address]

Dear [Recipient's Name],

I am pleased to recommend [Candidate's Full Name] for the [Position or Opportunity] at [Company or Institution Name]. Having worked closely with [Candidate's Name] for [X] years at [Your Company or Institution], I am confident in their ability to bring exceptional value to your team.

[Candidate's Name] consistently stood out for their [mention specific skills or achievements], contributing significantly to the success of our projects. A quick learner with a strong work ethic, they are adept at [specific tasks or responsibilities]. Their effective communication and teamwork skills have been invaluable.

Beyond professional competence, [Candidate's Name] is known for their integrity, reliability, and commitment to meeting deadlines. I believe their dedication and positive attitude make them an excellent fit for your organization.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for further information. I highly recommend [Candidate's Full Name] and am confident in their potential to excel in your team.

Sincerely,

[Your Full Name]
[Your Position]
[Your Company or Institution]
[Your Signature - if sending a hard copy]