

Employment Reference Letter Sample Specifying Relationship Duration

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a reference for [Employee's Full Name], who was employed as a [Employee's Position] at [Company Name] from [Start Date] to [End Date]. During our [duration of relationship, e.g., three years] working together, I had the pleasure of supervising [Employee's First Name] directly in my capacity as [Your Position].

Throughout their tenure with us, [Employee's First Name] consistently demonstrated professionalism, reliability, and an excellent work ethic. Their responsibilities included [briefly list major responsibilities]. [He/She/They] excelled at [describe particular skills, accomplishments, or contributions], which made a significant positive impact on our team and company goals.

Over the course of our professional relationship, I observed [Employee's First Name] continuously develop their skills and take initiative in problem-solving and project leadership. [He/She/They] earned respect from both colleagues and supervisors, exhibiting a high degree of integrity and commitment.

Based on our [duration] of working together, I am confident in recommending [Employee's First Name] for employment. I am certain [he/she/they] will bring the same dedication and excellence to any future role.

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

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]