

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]