

Reference Letter Sample for Job Application from Colleague

Date: [Insert Date]

To Whom It May Concern,

I am writing to wholeheartedly recommend **[Candidate's Name]** for the position of **[Job Title]** at your organization. Having worked alongside [him/her/them] at **[Company Name]** for **[length of time]**, I have had the opportunity to observe [his/her/their] work ethic, dedication, and professionalism firsthand.

[Candidate's Name] is a dedicated team player who consistently goes above and beyond to support colleagues and achieve shared goals. One notable example is when [he/she/they] took the initiative to **[describe a specific project, responsibility, or achievement]**, demonstrating not only technical skills but also remarkable leadership and problem-solving abilities. [He/She/They] is also known for [his/her/their] reliability and adaptability, always stepping up to meet deadlines, handle unexpected challenges, and deliver high-quality results.

What sets [Candidate's Name] apart is [his/her/their] strong interpersonal skills and positive attitude. [He/She/They] fosters a collaborative work environment, communicates effectively, and consistently earns the respect and trust of team members. I have always appreciated [his/her/their] willingness to offer support, share knowledge, and contribute to a solution-focused atmosphere.

I am confident that [Candidate's Name] will be an asset to your team and will excel in the role of [Job Title]. I wholeheartedly support [his/her/their] application and believe that [he/she/they] will bring the same level of dedication, expertise, and enthusiasm to your organization as [he/she/they] has in our workplace.

Please feel free to contact me at [your email address] or [your phone number] if you require any further information or would like to discuss [Candidate's Name]'s qualifications in more detail.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]