

Reference Letter Template

[Your Name]

[Your Position/Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to wholeheartedly recommend **[Candidate's Name]**, who worked with us at **[Company Name]** as a **[Candidate's Position]** from **[Start Date]** to **[End Date]**. During this time, I had the pleasure of serving as **[his/her/their]** direct supervisor.

[Candidate's Name] consistently demonstrated outstanding professionalism, a strong work ethic, and exceptional skills in **[relevant skills or field]**. **[He/She/They]** was known for **[specific positive attribute, e.g., reliability, problem-solving skills, teamwork]** and made significant contributions to our team, including **[highlight a specific achievement or responsibility]**.

Beyond **[his/her/their]** technical abilities, **[Candidate's Name]** exhibited excellent communication skills, adaptability, and a positive attitude that inspired colleagues and fostered a collaborative environment. **[He/She/They]** handled challenging situations with professionalism, always meeting deadlines and exceeding expectations.

I am confident that **[Candidate's Name]** will be a tremendous asset to any organization. Please feel free to contact me at **[your phone number]** or **[your email address]** if you require further information.

Sincerely,

[Your Name]

[Your Position]