Reference Letter Template with Specific Skills Evaluation

Date: _____

To Whom It May Concern,

1. Introduction

I am writing to recommend **[Candidate's Full Name]**, whom I have known in my capacity as **[Your Relationship, e.g., supervisor, professor, colleague]** for **[time period]** at **[Company/Institution Name]**. During this time, I have observed their development and accomplishments firsthand.

2. Position/Role Held

Candidate's Position/Role: **[Role Title]**
Dates of Association: **[Start Date]** to **[End Date]**

3. Specific Skills Evaluation

Skill/Competency	Rating (1-5)	Comments/Examples
Communication	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5	Describe the candidate's commun
Teamwork/Collaboration	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5	Describe the candidate's teamwor
Problem Solving	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5	Describe the candidate's approac
Leadership	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5	Describe leadership qualities and
Technical/Job-specific Skills	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5	Detail the candidate's expertise in

4. Additional Strengths and Achievements

Provide any other notable strengths, achievements, or qualifications the candidate has demonstrated.

5. Areas for Growth (Optional)

Briefly mention any areas for improvement or further development, if any.

6. Closing Recommendation

Based on my observations and evaluation of **[Candidate's Name]**, I wholeheartedly recommend them for **[position/program/opportunity]**. I am confident they will be a valuable asset and contribute positively to your organization.

7. Contact Information

Should you require further information, please feel free to contact me at:
Email: **[Your Email]**
Phone: **[Your Phone Number]**

Sincerely,
[Your Name]
[Your Position/Title]
[Organization]