

Employer Reference Letter Template

[Your Company Letterhead]

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a reference for **[Employee's Full Name]**, who was employed with **[Company Name]** as a **[Employee's Job Title]** from **[Start Date]** to **[End Date]**.

During **[his/her/their]** tenure with us, **[Employee's First Name]** was responsible for the following duties:

- [Brief description of responsibility or task #1]
- [Brief description of responsibility or task #2]
- [Brief description of responsibility or task #3]

[Employee's First Name] has consistently demonstrated strong skills in:

- [Skill or competency #1, e.g., communication, teamwork]
- [Skill or competency #2, e.g., problem-solving, leadership]
- [Skill or competency #3, e.g., technical proficiency]

[He/She/They] has made significant contributions to our organization, including **[specific achievement or project]**.

[Employee's First Name] is a reliable, dedicated professional who consistently upholds company standards and fosters a positive work environment. I believe **[he/she/they]** would be a valued asset to any organization and recommend **[him/her/them]** without reservation.

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

Sincerely,

[Your Full Name]

[Your Job Title]

[Company Name]