

# Job Reference Letter Template

## Including Quantitative Performance Metrics

**Date:** [Insert Date]

**To Whom It May Concern,**

I am pleased to provide this reference letter for **[Employee Name]**, who worked as a **[Job Title]** at **[Company Name]** from **[Start Date]** to **[End Date]**. During their tenure, **[Employee Name]** consistently demonstrated exceptional performance, professionalism, and dedication to their role.

### Key Responsibilities:

- [Brief description of primary responsibility #1]
- [Brief description of primary responsibility #2]
- [Brief description of primary responsibility #3]

### Quantitative Performance Metrics:

- Achieved a **[XX]%** **increase in sales revenue** within [time period], surpassing department goals.
- Maintained a **[YY]%** **project completion rate** on or ahead of schedule, exceeding the team average by **[ZZ]%**.
- Improved productivity by **[AA]%** through the implementation of [specific process/tool/initiative].
- Reduced operational costs by **\$[BB]** annually via strategic process optimization.
- Consistently received positive feedback, maintaining a client satisfaction score of **[CC]%**.

In addition to these measurable accomplishments, **[Employee Name]** displayed outstanding teamwork, adaptability, and communication skills, making them a valuable member of our organization. Their ability to set and exceed quantitative targets attests to their commitment to excellence.

I highly recommend **[Employee Name]** for any future opportunity. Should you require additional information, please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Sincerely,

**[Your Name]**

[Your Title]

[Company Name]

[Email Address] | [Phone Number]