

Reference Letter Sample Mentioning Nature of Professional Relationship

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this reference letter for **[Candidate's Name]**. I have had the privilege of working with [him/her/them] for [duration, e.g., "the past three years"] in my capacity as [your position, e.g., "Senior Manager"] at [Company/Organization Name].

During our time working together, [Candidate's Name] reported directly to me as a [candidate's position, e.g., "Project Coordinator"]. Our professional relationship involved close collaboration on a wide variety of projects, allowing me to observe [his/her/their] exceptional skills in [mention specific skills or qualities, e.g., "project management, teamwork, and attention to detail"].

[Candidate's Name] consistently demonstrated a high degree of professionalism, reliability, and initiative. For example, on [describe a project or task], [he/she/they] took charge of [describe responsibility or achievement], which contributed significantly to the success of our team.

It is without hesitation that I recommend [Candidate's Name] for [opportunity, e.g., "the position of XYZ" or "admission to ABC program"]. I am confident that [he/she/they] will bring the same level of dedication and excellence to your organization.

Please feel free to contact me at [your email address or phone number] if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]