

## Sample Reference Letter for a Colleague Leaving the Company

[Your Name]  
[Your Job Title]  
[Your Department/Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

To Whom It May Concern,

I am writing to wholeheartedly recommend **[Colleague's Name]**, who is leaving **[Company Name]**, as they pursue new career opportunities. I have had the pleasure of working closely with [him/her/them] for [duration] as [his/her/their] [relationship, e.g., supervisor, coworker, team member] and have always been impressed with [his/her/their] professionalism and dedication.

Throughout [his/her/their] time with us, **[Colleague's Name]** consistently demonstrated exceptional skills in [relevant skills or areas, e.g., project management, communication, leadership], and [he/she/they] played a pivotal role in [mention significant contributions, projects, or achievements]. [His/Her/Their] positive attitude and willingness to go above and beyond made a significant impact on our team and company as a whole.

In addition to [his/her/their] technical expertise, **[Colleague's Name]** is a reliable, trustworthy, and supportive colleague. [He/She/They] is well-respected among peers and consistently fosters a collaborative and constructive working environment.

I am confident that **[Colleague's Name]** will bring the same level of commitment, excellence, and integrity to any organization [he/she/they] chooses to join. I highly recommend **[him/her/them]** for any position [he/she/they] pursues and am certain [he/she/they] will be a tremendous asset to your team.

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

Sincerely,  
[Your Name]