

# Sample Reference Letter

[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for my colleague, [Colleague's Name], who is applying for the position of [Position Title] at your organization. Having worked closely with [Colleague's Name] for [duration of your professional relationship] at [Current Company Name], I have witnessed firsthand their exemplary dedication, outstanding skills, and admirable work ethic.

[Colleague's Name] possesses exceptional expertise in [specific skills or areas relevant to the new position], demonstrating both technical proficiency and a keen willingness to embrace new challenges. Notably, [he/she/they] played a pivotal role in [describe a key achievement or project], which resulted in [positive outcome or impact]. Throughout this project, [Colleague's Name] exhibited remarkable leadership, effective communication, and strong problem-solving abilities.

Beyond professional skills, [Colleague's Name] is a dependable and collaborative team member, consistently supporting colleagues and fostering a positive work environment. [He/She/They] approaches tasks with enthusiasm and integrity, regularly exceeding expectations and delivering high-quality results even under tight deadlines.

I am confident that [Colleague's Name] will be an invaluable asset to your team. [His/Her/Their] commitment to excellence and drive for continuous improvement set [him/her/them] apart in any workplace. I wholeheartedly endorse [Colleague's Name] for the [Position Title] role and firmly believe [he/she/they] will contribute significantly to your organization.

Please feel free to contact me at [your phone number] or [your email address] if you require further information or insights regarding [Colleague's Name]'s qualifications and contributions.

Sincerely,  
[Your Name]  
[Your Position]