

# Employment Reference Letter Sample with Soft Skills Evaluation

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To Whom It May Concern,

I am pleased to provide this reference letter for **[Candidate's Name]**, who was employed at **[Company Name]** as a **[Candidate's Position]** from **[Start Date]** to **[End Date]**.

## Professional Abilities

During their tenure, **[Candidate's Name]** consistently demonstrated exceptional professionalism and a strong work ethic. Their responsibilities included **[briefly outline key duties and responsibilities]**. **[Candidate's Name]** delivered results that often exceeded expectations and showed initiative in taking on additional responsibilities when needed.

## Evaluation of Soft Skills

- Communication:** **[Candidate's Name]** is an excellent communicator, able to convey complex ideas clearly and effectively to both colleagues and clients.
- Teamwork:** They work exceptionally well in team environments, actively collaborating, supporting peers, and contributing to group success.
- Problem-Solving:** **[Candidate's Name]** approaches challenges with creativity and logic, often identifying practical solutions quickly and efficiently.
- Adaptability:** They adapt seamlessly to changing workplace demands and manage priorities under pressure without compromising quality.
- Emotional Intelligence:** **[Candidate's Name]** consistently displays empathy, understanding, and respect for others, fostering a positive and inclusive work culture.
- Reliability:** Always dependable and punctual, **[Candidate's Name]** can be trusted with sensitive tasks and deadlines.

In summary, I highly recommend **[Candidate's Name]** for any role requiring strong professional expertise and outstanding soft skills. I am confident they will be an invaluable asset to your organization.

If you require any additional information, please do not hesitate to contact me at **[Your Email Address]** or **[Your Phone Number]**.

Sincerely,  
[Your Name]  
[Your Position]