

Reference Letter for Employment Sample from Previous Employer

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this reference letter for **[Employee's Name]**, who worked under my supervision at **[Company Name]** as a **[Employee's Position]** from **[Start Date]** to **[End Date]**. During this time, I had the opportunity to observe **[his/her/their]** professionalism, dedication, and outstanding work ethic firsthand.

[Employee's Name] consistently demonstrated exceptional skills in **[mention relevant skills or job responsibilities]**. **He/She/They** was known for **[describe admirable qualities, e.g., punctuality, teamwork, problem-solving abilities]** and contributed positively to our team with **[his/her/their]** expertise and attitude.

Notably, **[mention a specific accomplishment or contribution]** which greatly benefited our department and company as a whole. **[Employee's Name]** also showcased a strong commitment to learning and professional growth, always eager to take on new challenges.

I am confident that **[Employee's Name]** will be a valuable asset to any organization. **He/She/They** brings a wealth of knowledge, reliability, and a positive attitude to the workplace. I highly recommend **[him/her/them]** for any position **[he/she/they]** chooses to pursue.

Please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]** if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Company Name]