

# Professional Reference Letter Template: Employee Performance

A **professional reference letter** with a template for employee performance provides a structured and detailed assessment of an employee's skills, work ethic, and accomplishments. This letter serves as a valuable endorsement when the employee seeks new job opportunities or career advancement. The template ensures all essential components are included, such as the relationship between the referee and employee, specific examples of performance, strengths, and contributions to the organization, thereby enhancing the credibility and impact of the recommendation.

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]

## Re: Reference Letter for [Employee's Name]

Dear [Recipient Name],

I am pleased to write this letter of reference for **[Employee's Name]**, who worked with us at **[Company Name]** as a **[Employee's Position]** from **[Start Date]** to **[End Date]**. As **[Your Position]**, I had the opportunity to supervise and work closely with [Employee's Name] for [duration], during which [he/she/they] consistently demonstrated exceptional professionalism and dedication.

## Performance & Accomplishments

[Employee's Name] excelled in [specific skills or responsibilities], consistently meeting or exceeding performance expectations. One of the most notable examples of [his/her/their] performance was [specific project, task, or achievement], which led to [positive outcome, e.g., improved efficiency, increased sales, enhanced customer satisfaction].

## Strengths

[Employee's Name]'s key strengths include [list several strengths, such as strong communication skills, teamwork, problem-solving, time management, adaptability, etc.]. [He/She/They] brings a positive attitude to the workplace and quickly adapts to new challenges.

## Contributions to Organization

Throughout [his/her/their] tenure, [Employee's Name] made significant contributions, including [list and briefly describe noteworthy contributions]. [He/She/They] demonstrated a strong commitment to the organization's values and mission.

I am confident that [Employee's Name] will bring the same level of skill, dedication, and integrity to any future role. I wholeheartedly recommend [him/her/them] for any position [he/she/they] apply for. Please feel free to contact me at [your phone number] or [your email] if you require any additional information.

Sincerely,  
[Your Name]  
[Your Position]