

Reference Letter Sample with Communication Skills Evaluation

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this letter of recommendation for **[Candidate's Name]**, who has worked with me as a **[Position/Role]** at **[Company/Organization/Institution]** for **[Duration]**. During this time, I have had the opportunity to observe and appreciate [his/her/their] exceptional communication skills in a variety of professional contexts.

Communication Skills Evaluation

- **Verbal Communication:**

[Candidate's Name] consistently articulates ideas clearly and concisely in meetings, presentations, and individual conversations. [He/She/They] has the ability to adjust communication style to suit different audiences, ensuring messages are always well understood.

- **Written Communication:**

[He/She/They] produces high-quality reports, emails, and documentation, demonstrating strong command of language and attention to detail. [Candidate's Name] can convey complex information effectively while maintaining a professional tone.

- **Interpersonal Skills:**

[He/She/They] interacts with colleagues, clients, and stakeholders in a respectful and approachable manner. [Candidate's Name] excels at building positive working relationships and fostering an inclusive work environment.

- **Active Listening:**

[He/She/They] is an attentive and empathetic listener, always considering the perspectives of others before responding. This ability greatly contributes to resolving conflicts and facilitating collaboration within the team.

- **Responsiveness:**

[Candidate's Name] responds promptly and thoughtfully to inquiries and feedback, demonstrating reliability and a genuine commitment to effective communication.

In summary, **[Candidate's Name]** has exhibited outstanding communication skills throughout [his/her/their] time at our organization, making [him/her/them] an excellent candidate for any position that values clear, effective, and professional communication. I highly recommend [his/her/their] candidacy without reservation.

Please feel free to contact me at **[Your Phone/Email]** should you require any further information or clarification.

Sincerely,

[Your Name]

[Your Position/Title]

[Company/Organization]