

Job Reference Letter Template

[Your Name]
[Your Job Title]
[Company/Organization Name]
[Address Line 1]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title, if known]
[Company/Organization Name]
[Address Line 1]
[City, State, ZIP Code]

Dear [Recipient's Name or "To Whom It May Concern"],

I am pleased to write this reference letter for [Candidate's Name], with whom I had the pleasure of working at [Company/Organization Name] as [Candidate's Position] from [Start Date] to [End Date/Present]. During this period, I had the opportunity to directly observe [his/her/their] professional conduct, skills, and positive attitude in the workplace.

[Candidate's Name] consistently demonstrated strong work ethic and dedication to [his/her/their] responsibilities. For example, [he/she/they] successfully [mention a specific project, duty, or achievement], which contributed significantly to our team's overall success. [His/Her/Their] ability to handle multiple tasks efficiently and maintain a high level of accuracy is truly commendable.

Apart from [his/her/their] professional skills, [Candidate's Name] is also an excellent team player. [He/She/They] communicates clearly, collaborates effectively with colleagues, and displays strong problem-solving abilities. [He/She/They] approaches challenges with a positive mindset and adapts quickly to new situations, making [him/her/them] a valuable asset to any team.

Based on my experience working alongside [Candidate's Name], I can confidently recommend [him/her/them] for any opportunity [he/she/they] chooses to pursue. I am certain that [he/she/they] will bring the same level of dedication, professionalism, and enthusiasm to your organization as [he/she/they] did to ours.

Should you require any further information, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Sincerely,
[Your Name]
[Your Job Title]