

# Professional Reference Letter Template for Engineering Job

Below is a template for a professional reference letter tailored for an engineering job position. You may customize the details to fit your specific situation and the candidate's qualifications.

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[Your Name]  
[Your Position/Title]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]  
Date: [MM/DD/YYYY]

**To Whom It May Concern,**

I am pleased to write this letter recommending **[Candidate's Name]** for the position of **[Specific Engineering Position]** at your esteemed organization. As **[Your Relationship to the Candidate, e.g., direct supervisor, project manager]** at **[Company/Organization]** from **[Year]** to **[Year]**, I had the opportunity to closely observe **[his/her/their]** growth and contributions as a/an **[Candidate's Job Title]**.

During **[his/her/their]** tenure with our team, **[Candidate's Name]** demonstrated outstanding proficiency in **[key technical skills, e.g., CAD design, project management, data analysis]**. One notable project was **[Briefly describe a specific project]**, where **[he/she/they]** **[describe the candidate's role, achievements, and problem-solving abilities]**.

**[Candidate's Name]** is highly regarded for **[his/her/their]** attention to detail, commitment to quality, and ability to collaborate effectively with other engineers and cross-functional teams. **[He/She/They]** consistently meets project deadlines and adapts quickly to new challenges, often going above and beyond in **[describe a specific instance or accomplishment]**.

I am confident that **[Candidate's Name]** will be an asset to your organization, bringing **[his/her/their]** strong analytical, technical, and communication skills to your engineering team. Please feel free to contact me at **[Your Email]** or **[Your Phone Number]** if you require any further information or insights regarding **[his/her/their]** qualifications and work.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Company/Organization Name]

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*Tip: Replace the text in brackets with your own information and tailor specific examples to best describe the candidate's qualifications and strengths.*