**Reference Letter**

[Referee’s Name]

[Referee’s Job Title]

[Company Name]

[Date]

To whom it may concern,

As [referee’s title/position] at [referee’s company name], I have had the privilege of working with [candidate's name] for [number of years or time period] while they held the position of [candidate's position]. My role was to [how the referee engaged with candidate].

During [his/her/their] tenure, [candidate's name] consistently demonstrated exceptional [list two to three key skills or qualities, for example problem-solving abilities, leadership skills, and teamwork]. [Candidate's name] played a pivotal role in [list a specific project or achievement, and what it resulted in. This is your anecdote or example highlighting the skills and qualities you have listed]. [Candidate's name] was not only reliable and dedicated but also exhibited a strong work ethic and commitment to achieving the team’s goals.

In addition to [his/her/their] professional skills, [candidate's name] exhibited a positive attitude and outstanding interpersonal skills. [He/she/they] was well-liked by colleagues and displayed a genuine ability to [list two to three attributes, for example, collaborate with others, creating a supportive and productive work environment].

I am confident that [candidate’s name] will be an invaluable asset to any organization [he/she/they] join and will make a meaningful contributions in their new role. I strongly endorse [candidate’s name] without reservation and believe that [he/she/they] will exceed all expectations. Our organization would not hesitate to rehire [candidate’s name] if ever given the chance.

Please feel free to contact me at [referee’s phone number] or [email address] if you require any further information or clarification.

Sincerely,

[Referee’s name]

[Referee’s title/position]

[Company name]

[Referee’s Email Address]

[Referee’s Phone Number]

[Company Address]

[City, State, Zip Code]

