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### **Reference Letter Sample for Employee**

**Header:** [Your Name]  
**Sub-header:** [Your Position]  
**Contact Information:** [Your Contact Information]  
**Date:** [Date]

**Recipient's Information:**  
[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

**Salutation:** Dear [Recipient's Name],

**Introduction:**  
Introduce yourself and your relationship with the employee. Mention the duration and capacity in which you've known them.

**Body:**

* **Performance:** Describe the employee's responsibilities and their performance.
* Skills and Qualifications: Highlight specific skills, achievements, and contributions.
* **Character and Work Ethic:** Provide insights into the employee's professionalism, reliability, and interpersonal skills.

**Conclusion:**  
Strongly endorse the employee for future opportunities, mentioning their potential impact on the new role or company.

**Closure:**  
Express willingness to provide further information.  
"Should you require any additional information, please do not hesitate to contact me."

**Signature:**  
[Your Signature (if sending digitally, you may omit this)]  
[Typed Name]  
[Position]  
[Contact Information]