



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]