**Reference Letter for Job**

horizontal line

**Header:** [Your Name]  
Sub-header: [Your Professional Title / Relationship to the Applicant]  
Contact Information: [Your Email and Phone Number]  
Date: [Date]

Recipient:  
To Whom It May Concern,

**Introduction:**  
Briefly introduce yourself and specify your relationship with the applicant, including how long you've known them.

**Body:**

* **Professional Qualifications:** Describe the applicant's qualifications, skills, and why they are suited for the job.
* **Character and Interpersonal Skills:** Elaborate on the applicant's character traits that make them a great fit for the role and company culture.
* **Examples:** Provide specific examples of achievements or situations that demonstrate the applicant's abilities and character.

**Conclusion:**  
Endorse the applicant for the job, emphasizing your belief in their suitability and potential contributions.

**Closing:**  
Offer availability for further discussion.  
"Please feel free to contact me if you need additional information."

**Signature:**  
[Your Signature]  
[Your Name]