

Reference Letter for Job

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]