Reference Letter from Employer

**Header:** [Company Logo (optional)]  
**Your Contact Information:**  
**[Your Name]  
[Your Position]  
[Company Name]  
[Address]  
[Email]  
[Phone Number]  
Date: [Date]**

**Opening:**  
Address to the specific recipient or "To Whom It May Concern,"

**Introduction:**  
State your position and your intent to recommend the employee. Briefly describe your relationship with the employee.

Body:

* **Achievements:** Detail the employee's key achievements and contributions to the company.
* **Skills:** Discuss professional skills, work ethic, and any commendable attributes.
* **Personal Qualities:** Share insights on the employee's personality and how they add value beyond their job performance.

Closing:  
Reiterate your recommendation and provide contact information for follow-up questions.

**Sign-Off:**  
[Your Signature]  
[Your Typed Name]