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]