

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]