
Personal Reference Letter For Job

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

Hiring Manager

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear Hiring Manager,

I am writing to offer my personal reference for [Friend's Name] in regard to [his/her/their] application for a position at your company. I have known [Friend's Name] for [number of years] and have always been impressed by [his/her/their] strong work ethic, dedication, and professionalism.

[Friend's Name] has consistently demonstrated an ability to balance personal and professional responsibilities with ease. [He/She/They] are detail-oriented, hardworking, and always committed to delivering high-quality results. I have witnessed [Friend's Name] manage [describe a specific project or work-related responsibility] with remarkable success and efficiency.

In addition to [his/her/their] strong work skills, [Friend's Name] is also an excellent communicator and team player. [He/She/They] maintain a positive attitude in the

workplace and work well with colleagues, supervisors, and clients. I am confident that [he/she/they] would be an asset to your team.

I highly recommend [Friend's Name] for the position [he/she/they] are applying for and believe [he/she/they] will thrive in your organization. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] for any additional details.

Sincerely,

[Your Full Name]