**Reference Letter Template**

[Your Name]

[Street Address]

[City, St Zip]

[Email Address – (Optional]

[Date]

[Recipient’s Name]

[Recipient’s Title]

[Name of Company]

[Recipient’s Address]

[City, St Zip]

Dear [*insert name recipient*],

[*employee\_name*] is a qualified candidate for the position that is currently being advertised by your company. [*He/She/They*] has asked me to write a letter of recommendation and I’m happy to oblige. [*employee\_name*] has been part of the [*company\_name*] team, holding the position of [*employee\_job\_title*] and they [*reported to me/ worked with me*] in my position as [*insert your job title*].

During our time together, [*employee\_name*] has shown [*insert quality*]. [*his/her/their*] accomplishments include, [*insert accomplishment or achievement*]. I’ve always held my team members to a very high standard and [*employee name*] has continually exceeded my expectations. One example that stands out was when [*insert example*].

I have every faith that [*employee\_name*] will make valuable contributions to your team and I wouldn’t hesitate to hire [*him/her/them*] if I were in your shoes. Should you have any further questions about [*him/her/them*], please feel free to give me a call at [*phone number*].

Thanks,

Sincerely (or Respectfully Yours)

(Sign here for letters sent by mail or fax)

[Typed Name]