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[Your Company's Logo or Letterhead]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, ZIP]

Reference letter

Dear [Recipient's Name],

I am writing to provide a reference for [Employee's Full Name], who was employed at [Your Company's Name] as a [Employee's Job Title] from [Start Date] to [End Date] (or "present" if still employed).

During their time with us, [Employee's Full Name] consistently demonstrated professionalism, dedication, and a strong work ethic. They performed their duties with competence and attention to detail. [Employee's Full Name] was a valued member of our team, achieving outstanding results and contributing to the success of our organization.

I highly recommend [Employee's Full Name] for future employment opportunities. They possess excellent skills and qualifications relevant to their role, and they consistently met or exceeded performance expectations. [Employee's Full Name] is a reliable and trustworthy individual who consistently exhibited a positive attitude and strong interpersonal skills.

If you require any further information, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]