

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]

Subject: Professional Reference for [Employee Name]

To Whom It May Concern,

I am writing to formally provide a professional reference for [Employee Name], who was employed at [Your Company Name] from [Start Date] to [End Date]. During this period, [Employee Name] served as a [Job Title, e.g., Senior Software Engineer] within our IT department.

In their role, [Employee Name] was responsible for several key technical functions, including:

- [Core Responsibility 1, e.g., Developing and maintaining full-stack web applications]
- [Core Responsibility 2, e.g., Managing cloud infrastructure and database migrations]
- [Core Responsibility 3, e.g., Leading a team of five junior developers]

During their tenure, [Employee Name] demonstrated proficiency in [Technical Skills/Languages, e.g., Java, Python, AWS, and SQL]. One of their most notable achievements was [Brief Mention of a Project or Accomplishment], which resulted in [Positive Outcome, e.g., a 20% increase in system performance].

[Employee Name] is a dedicated professional with strong problem-solving skills and the ability to work effectively in an Agile environment. They were a valued member of the team and consistently met project deadlines while maintaining high coding standards.

We wish [Employee Name] the best in their future professional endeavors. Should you require any further information, please feel free to contact me directly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Your Email Address]
[Your Phone Number]