

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Employment Reference for [Candidate Name]

To Whom It May Concern,

I am writing this letter in immediate response to your request for a professional reference regarding [Candidate Name]. [He/She/They] was employed at [Your Company Name] from [Start Date] to [End Date] as a [Candidate's Job Title].

During [Candidate Name]'s tenure, I served as [his/her/their] direct supervisor. [He/She/They] was responsible for [List 2-3 key responsibilities]. [Candidate Name] consistently demonstrated strong technical skills, a professional attitude, and a commitment to meeting deadlines.

One of [Candidate Name]'s greatest strengths is [Specific Strength, e.g., problem-solving or teamwork]. [He/She/They] was a valued member of our team and maintained positive relationships with colleagues and clients alike.

I can confirm that [Candidate Name] left our company in good standing. Based on [his/her/their] performance here, I would recommend [him/her/them] for the position of [New Job Title] at your organization.

Please feel free to contact me directly if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]