

To: [Recipient Name/Agency Name]

Date: [Current Date]

Subject: Letter of Reference for [Candidate Name]

To Whom It May Concern,

I am writing to recommend [Candidate Name] for short-notice agency placements. During their time with [Your Company Name] from [Start Date] to [End Date], [Candidate Name] consistently demonstrated the ability to adapt quickly to new environments and deliver high-quality work under pressure.

In our fast-paced setting, [Candidate Name] was frequently called upon to handle urgent tasks with minimal briefing. They possess a remarkable ability to learn new systems rapidly and maintain a professional demeanor, even when facing tight deadlines or shifting priorities.

Specifically, [Candidate Name] excels in:

- Immediate integration into existing teams.
- Quick comprehension of complex instructions.
- Reliability and punctuality for emergency shifts.
- Maintaining high standards of work with little supervision.

We would gladly re-hire [Candidate Name] for future requirements and highly recommend them for any agency role that requires versatility and a proactive attitude.

Sincerely,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]