

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

[Date]

To Whom It May Concern,

I am writing to provide a professional reference for [Candidate Name], who worked at [Company Name] as a Visual Designer from [Start Date] to [End Date]. During this time, [Candidate Name] reported directly to me and was a key member of our creative team.

As a Visual Designer, [Candidate Name] was responsible for [list key responsibilities, e.g., brand identity, web interface design, and marketing collateral]. They consistently demonstrated a strong command of design principles, typography, and color theory. Their ability to translate complex briefs into compelling visual narratives significantly improved our [mention a specific project or metric, e.g., brand consistency or user engagement].

[Candidate Name] is proficient in [list software, e.g., Adobe Creative Suite, Figma, or Sketch] and possesses a keen eye for detail. Beyond their technical skills, they are a collaborative team player who accepts feedback constructively and meets deadlines reliably, even under high-pressure situations.

I highly recommend [Candidate Name] for any design role. Their creativity and professional work ethic would make them an asset to any creative department. Please feel free to contact me if you require further information.

Sincerely,

[Signature]

[Your Printed Name]