

## EXAMPLE REFERENCE LETTER

[Your Name]  
[Street Address]  
[City, St Zip]  
[Optional – Email Address]

[Today's Date]

[Name of Recipient]  
[Title]  
[Company]  
[Address]  
[City, St Zip]

Dear [insert name],

I am writing on behalf of [name of employee]. [Employee] worked with me at [company name] as a [title]. [Provide information regarding your professional relationship, include facts about the individual, their positions, employment dates and responsibilities. Also, state your title and offer some information regarding your professional background. Describe something positive about the person that you can build upon later in the letter.]

[In the second paragraph, share an example highlighting the positive qualities you mentioned. Articulate why you have confidence in the employee and discuss what it was like to work with the person in a professional setting.]

[Share any additional thoughts about the type of person they are and how they performed in a professional setting by including examples.]

[In the closing paragraph, reiterate your main points and state that you believe the person is ready to take the next step in their career].

If you have any further questions or need any further information about [employee], feel free to contact me at [phone number].

Sincerely,

(Sign here)

[Typed Name]

[Title – if applicable]