**Job Reference Letter Template**

**[Your Name]  
[Your Position]  
[Your Company’s Name]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]**

**To Whom It May Concern,**

**I am pleased to provide this reference letter for [Employee’s Name], who worked with us at [Your Company’s Name] as a [Employee’s Position] from [start date] to [end date]. During this time, [he/she/they] proved to be an exemplary employee, demonstrating dedication and a strong work ethic.**

**Work Performance:**

* **Quality of Work: [Employee’s Name] consistently produced high-quality work, showing attention to detail and a commitment to excellence.**
* **Productivity: [He/She/They] managed [his/her/their] workload efficiently and often completed tasks ahead of schedule.**

**Skills and Abilities:**

* **Communication: [Employee’s Name] possesses excellent communication skills, both written and verbal, making [him/her/them] an effective team member.**
* **Technical Skills: [He/She/They] have a strong grasp of [specific tools, software, or methodologies relevant to the job].**

**Team Contributions:**

* **Leadership: [Employee’s Name] often took on leadership roles in projects, guiding the team to successful outcomes.**
* **Collaboration: [He/She/They] fostered a collaborative work environment, always willing to assist colleagues and share knowledge.**

**Conclusion:**

**I have no doubt that [Employee’s Name] will bring the same level of dedication and skill to any future role. [He/She/They] have my highest recommendation. Should you require any additional information, please do not hesitate to contact me.**

**Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]**