Reference Letter Sample for Employee

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

**[Recipient’s Name]  
[Recipient’s Position]  
[Company’s Name]  
[Address]  
[City, State, ZIP Code]**

**Subject: Reference Letter for [Employee’s Name]**

**Dear [Recipient’s Name],**

**I am writing to highly recommend [Employee’s Name] for any position that they may apply for within your organization. I have had the pleasure of working with [Employee’s Name] at [Your Company’s Name] for [number of years], where [he/she/they] served as a [Employee’s Position].**

**From the start, [Employee’s Name] demonstrated an exceptional level of professionalism, dedication, and a keen ability to adapt to new challenges. [He/She/They] consistently met and often exceeded expectations, delivering high-quality work within tight deadlines.**

**Character Traits:**

* **Dependability: [Employee’s Name] is incredibly reliable and can be trusted to complete tasks efficiently and effectively.**
* **Teamwork: [He/She/They] work exceptionally well within a team, often taking the lead in collaborative projects.**
* **Problem-Solving: [Employee’s Name] has a remarkable ability to identify issues and implement effective solutions.**

**Achievements:**

* **[Provide specific examples of achievements or projects the employee excelled in]**
* **[Mention any awards or recognitions received by the employee]**

**Conclusion:**

**In conclusion, I firmly believe that [Employee’s Name] will be an invaluable asset to your team. [His/Her/Their] skills, work ethic, and positive attitude make [him/her/them] an outstanding candidate for any role [he/she/they] pursue. Please feel free to contact me if you need any further information.**

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