

# Reference Letter for a Friend

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[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: Job Reference for [Friend's Name]**

**Dear [Recipient's Name],**

I am writing to recommend [Friend's Name] for a position at your esteemed organization. I have known [Friend's Name] for [a number of years] and have had the pleasure of working closely with [him/her/them] in various capacities.

**Professional Capabilities:**

- **Work Ethic:** [Friend's Name] consistently demonstrates a strong work ethic, dedicating themselves fully to every task.
- **Skills:** [He/She/They] possess a diverse skill set, including [specific skills relevant to the job].

- **Reliability:** [Friend's Name] can always be relied upon to meet deadlines and deliver high-quality work.

### **Character Traits:**

- **Integrity:** [Friend's Name] is honest and trustworthy, always acting with integrity.
- **Team Player:** [He/She/They] work well with others, contributing positively to team dynamics.
- **Adaptability:** [Friend's Name] adapts quickly to new situations and challenges, making [him/her/them] a versatile employee.

### **Accomplishments:**

- [Detail specific achievements or projects the friend has worked on]
- [Mention any awards or recognitions received]

### **Conclusion:**

I am confident that [Friend's Name] will be an excellent addition to your team. [His/Her/Their] skills, character, and professional experience make [him/her/them] a standout candidate. Please feel free to contact me if you need any additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]