
Personal Reference Letter for Job

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am pleased to provide a personal reference for [Candidate's Name] as they seek employment with your organization. I have known [Candidate's Name] for [number] years in my capacity as [your relationship, e.g., a former supervisor, colleague].

1. Professional Attributes

- [Candidate's Name] has consistently shown [key attribute, e.g., professionalism, dedication, reliability].
- They have an excellent ability to _____, which was evident when _____.

2. Work Ethic and Skills

- [Candidate's Name] is particularly skilled in _____.

- They have successfully managed tasks such as

_____.

3. Examples of Excellence

- A notable example of [Candidate's Name]'s competence is
- Additionally, [Candidate's Name] demonstrated [specific quality] during

_____.

4. Recommendation

- I have no hesitation in recommending [Candidate's Name] for the [job title] position.
- For any further information, please feel free to contact me at [Your Email/Phone Number].

Sincerely,

[Your Name]