**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]**