

# Business reference letter for employment

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**Sarah Bennett**

Human Resources Manager  
TechSolutions Inc.  
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San Francisco, CA 94105  
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(555) 987-6543

October 21, 2024

**Jennifer Collins**

Hiring Manager  
BrightFuture Technologies  
567 Innovation Blvd  
Los Angeles, CA 90012

**Subject:** Business Reference for Mr. James Carter

**Dear Ms. Collins,**

I am writing to recommend Mr. James Carter for employment at BrightFuture Technologies. James worked as a Senior Software Developer at TechSolutions Inc. from May 2019 to September 2024, and during his tenure, he proved to be an outstanding employee.

James possesses excellent technical skills in software development, coding, and systems architecture. He consistently delivered high-quality work on time, and his contributions played a significant role in several of our company's major projects, including the development of a new CRM platform that improved client engagement by 25%.

In addition to his technical expertise, James is a great team player who is always willing to share his knowledge and assist his colleagues. He has strong communication skills and is excellent at collaborating across departments to achieve common goals. His problem-solving abilities and proactive attitude have consistently set him apart.

James has been an asset to our company, and I am confident that he will bring the same level of dedication and innovation to any future role. I highly recommend him for the position at BrightFuture Technologies, as I believe he will be a valuable addition to your team.

If you need any further details, please feel free to contact me at (555) 987-6543 or [sarah.bennett@techsolutions.com](mailto:sarah.bennett@techsolutions.com).

**Sincerely,**

Sarah Bennett

Human Resources Manager

TechSolutions Inc.