

# Reference Letter Example

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**Jane Doe**

Senior Manager

Widgets Inc.

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Business City, NY 12345

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555-123-4567

February 23, 2024

**To Whom It May Concern,**

I am pleased to write this letter in recommendation of John Smith, who has applied for the position of Marketing Specialist at your company. As John's direct supervisor for the past four years at Widgets Inc., I have observed his remarkable professionalism, creativity, and dedication to excellence.

John has been an essential part of our marketing team, demonstrating exceptional skills in project management and digital marketing strategies. He successfully led a project that increased our website traffic by 40% within six months, showcasing his ability to effectively analyze market trends and implement successful marketing campaigns.

Beyond his technical skills, John's ability to work collaboratively with teammates and clients alike sets him apart. He has consistently demonstrated leadership by mentoring new team members, fostering a positive and productive team environment. His excellent communication skills have enabled him to present complex information in an accessible manner, both in writing and verbally, to a diverse range of stakeholders.

I am confident that John's proactive approach and unwavering commitment to achieving results will make him a valuable asset to your team. He not only brings with him a wealth of professional experience but also a level of enthusiasm and innovation that can drive your company to new heights.

Please feel free to contact me if you require further information or clarification regarding John's qualifications and achievements. I am eager to provide any assistance that may contribute to your decision-making process.

Sincerely,

**[Signature if sending a hard copy]**

Jane Doe  
Senior Manager  
Widgets Inc.