Employment Reference Letters Template

dd month yyyy

To whom it may concern

I highly recommend (full name) as a candidate for employment. I confirm that I have known (first name) for (number) of years as his/her (state relationship – supervisor, manager, working together in some capacity/activity).

(Name) was employed by (organisation name) as a (position) from (date). (Name) was responsible for..... (state some tasks the individual undertook e.g. administrative support including word processing, scheduling appointments, creating brochures, newsletters and other office literature).

(Name) has excellent (work related skills - communication skills, work ethic, attention to detail etc). In addition he/she is (work related skills/personal qualities – is well organised, reliable and willing to work on any project assigned to him/her).

(Name) would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regards to his/her background or qualifications, please do not hesitate to contact me.

Yours sincerely

signature

Print Your Name
Title, company
Phone number