

Personal Reference Letter Sample

To Whom This May Concern:

For the past [Number of Years] years, I have known [Name] through our time working together at [Organization name]. She is a hard working, friendly, and dedicated individual. Every task [Name] takes on is done to perfection. This is because [Name] is detail-oriented and focused. She understands that the details matter and will not stop until her assigned project is 100% completed.

An office setting only works if people understand the power of communication and positivity. This is why [Name] is a great addition to your organization. She is attentive to the needs of those around her, and she can connect and work with people of all ages, backgrounds, and experience levels.

[Name] will no doubt push herself and the people around her to be their very best. If you have any further questions, please do not hesitate to contact me at [Contact info]

Best,

[Signature]

[Your Name]