

To Whom It May Concern Letter for Employee

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a formal reference for [Employee's Name], who has been an employee at [Your Company/Organization Name] from [Start Date] to [End Date].

This letter aims to attest to their skills, character, and contributions during their tenure with our organization.

During their employment, [Employee's Name] held the position of [Employee's Position] and was responsible for [list key responsibilities]. They exhibited a high level of professionalism, competence, and commitment to their role. Notably, [Employee's Name] contributed [mention any significant contributions or achievements].

[Employee's Name] demonstrated excellent skills in [list relevant skills, such as communication, teamwork, leadership]. They were a valuable asset to our team, consistently showing [mention positive attributes such as reliability, creativity, dedication].

[If applicable, include a paragraph about the employee's reason for leaving, ensuring it is positive and constructive.]

I am confident that [Employee's Name] will be a significant asset to any organization and has my highest recommendation. If you require further information or specific examples, please feel free to contact me at [Your Contact Information].

Thank you for considering this reference for [Employee's Name]. I am confident they will make a positive impact in their future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization Name]