**SAMPLE LETTER**

Company Name  
Company Address

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RE: Reference Letter For ﻿﻿[Employee Name]

Mr./Mrs. ﻿﻿[Recipient Name],

I have had the privilege of working with ﻿﻿[Employee Name] as the ﻿﻿[Job Title] at ﻿﻿[Company Name]. ﻿﻿[Employee First Name] reported to me directly and was a top contributing employee in our department.

﻿﻿[Employee First Name] worked for us from ﻿﻿[Duration of Employment in months/years] and grew steadily in his/her role during that time.﻿﻿

Her key responsibilities included ﻿﻿[add responsibilities here]

In the last ﻿﻿[months or years] ﻿﻿[Employee First Name] earned our “Employee Of The Month” award 4 times and was a “Standout Sales Performer” 6 times.

I can say with absolute certainty that ﻿﻿[Employee First Name] is very capable of Project and Team leadership. I was often impressed by her ability to step in and rally the team during challenging periods within our company. She has a friendly and outgoing disposition as well as a professional work ethic. Her skills in sales are among the best I have seen in my 40-year career.

I look forward to seeing ﻿﻿[Employee First Name] continue to excel in her career. I can be reached at ﻿﻿[your email] if there is any additional information you require.

﻿﻿[Signature/Your email signature]