**LETTER TEMPLATE**

**REFERENCE LETTER**

Date

To whom it may concern,

I confirm that **(name)** is/was employed as **(position)** with this organisation from **(date)** to **(date/the present day),** and was/is paid **(salary, plus bonus and benefits as applicable).**

Their job of **(position)** carries the following responsibilities **(briefly describe the job). (Name)** is skilled **in (details of skills)** and is also **(characteristics - e.g., reliable dependable, a good communicator, etc).**

I would happily re-employ **(name)** as I consider him/her to be a valuable member of the team, who consistently achieved good results and delivers all expectations.

Yours faithfully,

etc