|  |  |
| --- | --- |
| **[Sender Name]** | **[Email]** |
| **[Sender Title]** | **[Address]** |
|  | **[Phone]** |

**To:** Letter of reference for a charge nurse

Dear **[Admissions Committee]**,

I am writing to recommend **[Name]** for the position of charge nurse at your facility. I have had the pleasure of working with **[Name]** for **[Length of Time]** at **[Place of Work]**, and I can attest to **[him/her]** exceptional leadership skills and dedication to patient care.

**[Name]** is a natural leader who is able to motivate and inspire **[him/her]** colleagues to provide the highest level of care possible. **[He/She]** is skilled in delegation and organization, and is able to manage even the most complex patient situations with ease. **[Name]** is also a compassionate and empathetic care provider who is deeply committed to the well-being of patients and their families.

I give my highest recommendation for **[Name]**' employment as a charge nurse, and I have no doubt that **[He/She]** will excel in this position at your facility.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Your Contact Information]**