**LETTER TEMPLATE**

**REFERENCE LETTER FROM EMPLOYER**

Dear **[Recipient’s name],**

**[Statement of Reference: Offers context to why you are writing the letter]**
**[Body Paragraph: Includes candidate background. Describe the time they spent working for manager]**

**[Body Paragraph: Includes examples of relevant skills developed]

[Body Paragraph: Includes specific examples of employee achievement]

[Closing Statement: Summarizes the letter’s intent]**

Sincerely,
**[Your name]
[Contact information]**