**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]**