**LETTER TEMPLATE**

**REFERENCE LETTER**

Dear **[insert name],**

I am writing to recommend **[employee name].** **[He/She/They]** worked with us at **[company name]** as a **[employee job title]** and **[reported to me/ worked with me]** in my position as **[insert your job title].**

As an employee, **[employee name**] was always **[insert quality].** During **[his/her/their]** time in my team, **[he/she/they]** managed to **[insert example].**

I’ve always put a premium on **[insert quality]** among my team members and **[employee name]** never failed to deliver. An example was when **[insert example].**

**[Employee name]** is a delight to work with and I wouldn’t hesitate to hire **[him/her/them]** again.

Should you have any further questions about **[him/her/them],** feel free to reach me at **[phone number].**

Thanks,

**[Your name and signature]**