**SAMPLE LETTER**

Company Name

﻿﻿Company Address

﻿

RE: Reference Letter For ﻿﻿{Employee Name}

﻿﻿Mr./Mrs. ﻿﻿{Recipient Name},

I have had the privilege of working with ﻿﻿{Employee Name} as the ﻿﻿{Job Title} at ﻿﻿{Company Name}. ﻿﻿{Employee First Name} reported to me directly and was a top contributing employee in our department.

﻿﻿{Employee First Name} worked for us from ﻿﻿{Duration of Employment in months/years} and grew steadily in ﻿﻿{his/her} role during that time.﻿﻿

Her key responsibilities included ﻿﻿{add responsibilities here}

In the last ﻿﻿{months or years} ﻿﻿{Employee First Name} earned our “Employee of The Month” award 4 times and was a “Standout Sales Performer” 6 times.

I can say with absolute certainty that ﻿﻿{Employee First Name} is very capable of Project and Team leadership. I was often impressed by her ability to step in and rally the team during challenging periods within our company. She has a friendly and outgoing disposition as well as a professional work ethic. Her skills in sales are among the best I have seen in my 40-year career.

I look forward to seeing ﻿﻿{Employee First Name} continue to excel in her career. I can be reached at ﻿﻿{your email} if there is any additional information you require.

{Signature/ Email Signature}