

Employment Reference Letter Sample - Explaining a Lay-Off
(Major Details Changed)

To Whom It May Concern:

Person M has been employed by Company, Inc. since June 1, 2009. During this period, she demonstrated all the qualities that employers seek in searching for promotable employees. She has an excellent capacity to quickly grasp new theories and applications, and has always sought to gain additional responsibilities.

Person M's zeal to improve herself has been displayed by her attendance at evening school to complete her Master's Degree. Her competence is such that, in the absence of our Branch Manager, she was very capable in directing the entire work force to get the job done.

Person M possesses solid writing skills that have enabled her to compose quality correspondence. She also has the analytical skills to diagnose problems and devise viable solutions in her Branch. Her ability to remain unflustered during frenzied periods such as year-end proves her ability to work well under pressure.

It is unfortunate for Company, Inc. that, due to economic constraints, we must reorganize our organization and lose valued employees such as Person M. I would highly recommend her for any position or career that she may now choose to pursue.

If you have any additional questions, please do not hesitate to call me.

Sincerely,

Reference for Person M