**Sample Reference Letter for a Friend**

To whom it May Concern,

Good day! I am Ms. Jane Mc bride, I am the best friend of Ms. Ellen Smith from XYZ Company. We have been friends since high school. She has been good and reliable especially in times of need. It was by good luck that we also got employed in the same company. We were both working there as HR Administrations. As a friend she could take up my roles when i was away. I can recommend her to any company since she has been hardworking since i knew her right from high. She attained good grades and has the best social skills i have even seen.

Ellen has undeniably proven her dedication to her work. She is very organized, goal- oriented, computer literate, flexible, good time manager and reliable. She has an excellent communication skills, she respects not only her superiors but also her office mates. She has built a great relationship with her peers and usually offers help to them. I am so lucky that i have met my best friend.

I strongly recommend her and I assure you that Ms. Ellen Smith would be an asset for your company. Please don’t hesitate to contact me for further questions.

Thank you

Sincerely,

Jane Mcbride

HR Administrations Specialists, XYZ Company

145 Manhattan St. New York

+1 810 – 111 – XXXX