**Reference Letter**

Sender Name

Sender’s Title or Position

Sender’s Organization Name

Sender Street Address

City, State, Zip Code

Date: DD/MM/YYYY

Recipient’s Name

Recipient’s Position or Title

Recipient’s Organization Name

Recipient’s Street Address

City, State, Zip Code

To Whom It May Concern,

As \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Position Title) of the Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company Name), I am writing a reference letter for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (candidate name) has been working with me for last \_\_\_\_\_\_\_\_ years for the position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (candidate name) was responsible for marketing and selling company’s IT products to the local market area. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (candidate name) has the ability to meet the deadlines without compromising with the quality of work. He has proved himself as an excellent team member.

We understand candidate’s decision to leave our company but his presence is sorely missed at our company. He kept very good relation with his colleagues and was highly respected both as a person and as a professional by management.

I firmly believe that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (candidate name) will prove an asset for your organization. His skills and productive ideas will surely contribute to your organization.

You are encouraged to ask me for any assistance in giving more information about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (candidate name). Please feel free to contact me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Position Title