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Insert Date

Addressee Name
Company Name
Street Address
City, State Zip

Insert Greeting (Mr./Ms./Mrs. Dr., etc) Last Name:

I am writing this letter to provide a reference for (insert applicant's name) in (his or her) application for a position as (insert job title) with your company. I was (insert applicant's name) supervisor at (insert company name) from (insert starting month and year) through (ending month and year). Her position was (insert job title).

In (his or her) role as (insert job title) with (insert company name), her primary duties involved (insert general description of duties) and (his or her) performance was (insert terminology you would like to use to describe the applicant's performance, such as “satisfactory” or “outstanding”. (His or her) strongest traits as an employee included (insert descriptive traits that you want to use such as “strong attention to detail” or “ability to work effectively in a team environment”).

I enjoyed working with (insert applicant's name) and am happy to be able to provide this recommendation. I have great respect for (insert him or her) as an individual and as a professional and am confident that (insert he or she) will continue to exhibit positive performance in the workplace.

Please feel free to contact me if you have any additional questions. You may reach me at (insert your phone number) or (insert your email address).

Regards,

(Insert Your Full Name)