

# Reference Letter Template

Dear [insert name],

I am writing to recommend [employee\_name]. [He/She/They] worked with us at [company\_name] as a [employee\_job\_title] and [reported to me/ worked with me] in my position as [insert your job title].

As an employee, [employee\_name] was always [insert quality]. During [his/her/their] time in my team, [he/she/they] managed to [insert example].

I've always put a premium on [insert quality] among my team members and [employee\_name] never failed to deliver. An example was when [insert example].[Employee\_name] is a delight to work with and I wouldn't hesitate to hire [him/her/them] again.

Should you have any further questions about [him/her/them], feel free to reach me at [phone number].

Thanks,

[Your name and signature]

# How To Write A Reference Manual

**Kevin A MacKenzie**

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