

# 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

**M Carnoy**



## **How To Write A Reference Manual:**

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