

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

Jicheng Xie



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