

Date: [Insert Date]

To Whom It May Concern,

Subject: Employment Reference for [Employee's Full Name]

I am writing this letter as a third-party representative of [Employee's Full Name], who has been employed at [Company Name] from [Start Date] to [End Date], holding the position of [Job Title].

During [his/her/their] tenure, [Employee's First Name] consistently demonstrated professionalism, a strong work ethic, and excellent communication skills. [He/She/They] was responsible for [briefly describe key job responsibilities or achievements].

[Employee's First Name] is a reliable and dedicated individual who contributed significantly to team projects and company initiatives. [He/She/They] maintained positive relationships with colleagues and clients, and always fulfilled workplace responsibilities with diligence.

It is without hesitation that I confirm [his/her/their] employment and recommend [him/her/them] for any position or opportunity [he/she/they] chooses to pursue.

Should you require further information or clarification, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position/Relationship to Employee]

[Your Organization or Agency, if applicable]

[Phone Number]

[Email Address]