# Reference letter template

## Downloadable reference letter template

**[Your name]**

**[Your title]**

**[Company name]**

**[Address]**

**[Phone number]**

**[Email address]**

**[Date]**

**[Recipient name]**

**[Title]**

**[Company name]**

**[Address]**

Dear **[Hiring manager/recipient name]**:

I am writing to recommend **[Person's name]** for **[position/opportunity]**. I worked with **[Person's name]** for **[time period]** in my role as **[your title]** at **[company name]**, where they served as **[their title]**.

During our time working together, **[Person's name]** consistently demonstrated **[quality 1]**, **[quality 2]**, and **[quality 3]**. **[Include a specific example of quality 1 with measurable results]**. **[Include a specific example of quality 2 with context]**. **[Include a specific example of quality 3 with impact]**.

**[Person's name]** would be a valuable addition to your team because **[summarize key strengths and potential contributions]**. I recommend them without reservation and believe they will excel in this new role.

Please feel free to contact me at **[phone number]** or **[email address]** if you need additional information.

Sincerely,

**[Your signature]**

**[Your printed name]**