Dear [Employer/HR Manager],

I am writing this letter to provide a reference for [employee's name], who worked at [company name] from [employment start date] to [employment end date] as a [position/title]. During their employment at our organization, [employee's name] exhibited a high degree of professionalism, dedication, and expertise in their work.

[Employee's name] was responsible for [brief description of their job responsibilities]. They demonstrated excellent communication skills, both verbal and written, and was able to effectively collaborate with their colleagues to achieve our team's goals. They consistently met or exceeded their performance targets and demonstrated a strong work ethic and attention to detail.

One of the things that impressed me the most about [employee's name] was their ability to adapt to new situations and learn quickly. They were always willing to take on new responsibilities and go above and beyond what was required of them. They also demonstrated strong problem-solving skills, and I frequently relied on their expertise to help me navigate complex issues.

[Employee's name] was a valuable member of our team, and their contributions were greatly appreciated. They consistently demonstrated a positive attitude and was well-liked by their colleagues. I believe that [employee's name] would be a great asset to any organization, and I highly recommend them for any position they may be pursuing.

If you have any further questions regarding [employee's name] or their employment with us, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Signature]