[Your Name]
[Your Title]
[Company Name]
[Address]
[Phone] · [Email]

[Date]

To Whom It May Concern:

I am pleased to provide this reference for [Employee Name], who worked for [Company Name] as a [Job Title] from [start date] to [end date / the present]. As [his/her/their] [direct manager / supervisor], I worked closely with [Employee] for [length of time].

In this role, [Employee] was responsible for [main responsibilities]. [He/She/They] consistently [describe quality of work, e.g. exceeded targets / delivered accurate work on time].

[Employee]'s key strengths include [strength 1], [strength 2] and [strength 3]. One example that stands out is when [specific achievement, ideally with a number or result].

Beyond [his/her/their] skills, [Employee] is [character qualities, e.g. dependable, positive and respected by colleagues and customers alike].

I recommend [Employee] [highly / without reservation] for [type of role or opportunity]. Please feel free to contact me at [phone] or [email] if you have any questions.

Sincerely,

[Your Name]
[Your Title], [Company Name]