

[Your Name]
[Your Job Title]
[Your Company]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Company Address]

Subject: Professional Reference for [Candidate Name]

Dear [Recipient Name or Hiring Manager],

It is my distinct pleasure to recommend [Candidate Name] for the position of [Job Title] at [Company Name]. As [Your Job Title] at [Your Company], I had the opportunity to work closely with [Candidate Name] for [Number] years, during which they served as [Candidate's Previous Title].

During their tenure, [Candidate Name] demonstrated exceptional technical proficiency in [List Key Skills/Software]. They were responsible for [List Major Responsibility], where they consistently exceeded expectations. One notable achievement includes [Describe a specific project or accomplishment], which resulted in [Describe positive outcome/metric].

Beyond their technical capabilities, [Candidate Name] possesses outstanding soft skills. They are a collaborative team player with excellent communication abilities and a proactive approach to problem-solving. Their ability to remain calm under pressure and lead initiatives was highly valued by our entire department.

I am confident that [Candidate Name] would be a significant asset to your organization. They bring a rare combination of dedication, integrity, and expertise to any role they undertake.

Please feel free to contact me if you require any further information regarding [Candidate Name]'s qualifications or past performance.

Sincerely,

[Signature]
[Your Printed Name]