Here’s our reference letter template:

Dear [*insert name*],

I am writing to recommend [*employee\_name*]. [*He/She/They*] worked with us at [*company\_name*] as a [*employee\_job\_title*] and [*reported to me/ worked with me*] in my position as [*insert your job title*].

As an employee, [*employee\_name*] was always [*insert quality*]. During [*his/her/their*] time in my team, [*he/she/they*] managed to [*insert example*].

I’ve always put a premium on [*insert quality*] among my team members and [*employee\_name*] never failed to deliver. An example was when [*insert example*].

[*Employee\_name*] is a delight to work with and I wouldn’t hesitate to hire [*him/her/them*] again.

Should you have any further questions about [*him/her/them*], feel free to reach me at [*phone number*].

Thanks,

[*Your name and signature*]