

 Please, change Workly logo with logo of your company

*[Your Name]*

*[Street Address]*

*[City, State, Zip code]*

*[Date of writing reference letter]*

*[Recipient’s name]*

*[Title]*

*[Company]*

*[Address]*

*[City, State, Zip code]*

Dear *[Name of Recipient]*,

[Present Short Introduction about yourself and the aim of your letter]

[In this paragraph write about your relationship towards the person recommended. Indicate employee’s strengths and reasons why he/she would be ideal candidate for the job. In addition, you can mention about employees’ work experience that may be suited for the company.]

*[Next, it will be better if you provide details about whether this person is qualified/ recommended by you or not.]*

*[If you recommend this person then, provide real examples to prove your mentioned statement above.]*

*[Lead to conclusion summarizing your recommendation and claiming whether or not you will be ready to keep contact with the recipient for further clarification about employee]*

*Best Regards,*

*Sign here for letters sent by mail or fax*

*[Your Name]*

*[Your Title]*

*[Your Phone Number]*

*[Your Email or Email of your Company]*