**Reference Letter For an Employee:**

(insert company address)

(insert contact details)

(insert new company address)

(insert date)

Dear Mr/Mrs/Miss/Ms/Dr (insert name),

I am writing this reference on behalf of (employee name) for the position of (position name) at (company name). (employee name) has been working with us for (period of time) at (company name) and it has been only a pleasure.

During his/her time here, (employee name) has shown great confidence in presenting to a group of people and also managing a team with positive energy and constructive criticism. (employee name) is always eager to help with new projects and can be quite creative when it comes to thinking of new ideas, for example (give example).

(employee name) is a reliable and honest candidate that will not let you down and will work hard as a (position name) for (company name). I am sure that he/she will benefit your team. For any further information, please contact me on (contact details).

Regards,

(your full name)

(job title)