

# Employee Employment Reference Letter From Employer Or Manager

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Title/Position (if applicable)]

[Company Name (if different from recipient's name)]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Re: Employment Reference for [Employee's Full Name]

I am writing this letter to provide an employment reference for [Employee's Full Name], who was a valuable member of our team at [Company Name]. [Employee's Name] worked with us from [Start Date] to [End Date] and held the position of [Job Title].

During [Employee's Name]'s time at our company, they consistently displayed exceptional dedication, professionalism, and a strong work ethic. Their contribution to our team and overall company performance was commendable, and they were well-respected by colleagues, subordinates, and superiors alike.

Key attributes and strengths of [Employee's Name] included:

- Job Performance:** [Employee's Name] consistently demonstrated high-quality job performance and met or exceeded all the objectives and targets set for their role. Their attention to detail and ability to handle complex tasks were particularly impressive.
- Teamwork:** [Employee's Name] was an excellent team player and was always willing to

collaborate with others to achieve common goals. They actively contributed to team discussions, offering valuable insights and solutions.

3. **Communication:** [Employee's Name] possessed strong communication skills, both written and verbal. They effectively conveyed ideas and instructions, which greatly contributed to the smooth flow of work within the team.

4. **Adaptability:** [Employee's Name] thrived in a dynamic work environment and was quick to adapt to changes. Their ability to handle unexpected challenges with poise and creativity was exemplary.

5. **Leadership:** If applicable, you can mention any leadership roles or responsibilities held by the employee.

Overall, [Employee's Name] was an asset to our organization, and their departure was regrettable. I have no hesitation in recommending them for any future employment opportunities. I believe they will be an excellent addition to any team and will make a positive impact wherever they go.

Should you require any further information or have specific questions, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering [Employee's Name] for the position and for giving them the opportunity to further their career.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]

[Contact Information]