

Formal Employment Reference Letter from Employer

Subject: Employment Reference for [Employee Name]

To Whom It May Concern,

I am writing to provide a formal reference for [Employee Name], who was employed with [Company Name] from [Start Date] to [End Date] as a [Job Title]. During their time with us, [Employee Name] consistently demonstrated professionalism, dedication, and strong performance.

Their responsibilities included [list of duties], all of which were carried out with diligence and skill. Notably, [Employee Name] contributed to [specific project/achievement], showcasing their ability to deliver high-quality results under pressure.

[Employee Name] has proven to be reliable, hardworking, and an excellent team player. I am confident that they would bring the same level of commitment and excellence to any future role they undertake.

Please do not hesitate to contact me if you require further information.

Sincerely,

[Manager's Name]

[Position]

[Company Name]

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