

Casual Employment Reference Email from Manager

Subject: Reference for [Employee Name]

Hi [Recipient's Name],

I'm happy to provide a reference for [Employee Name]. They worked with us at [Company Name] from [Start Date] to [End Date] as a [Job Title], and I had the pleasure of managing them directly.

They were dependable, quick to learn, and always willing to go the extra mile to support the team. Their positive attitude and strong communication skills made them a valued colleague. I especially appreciated their contributions to [specific project/task].

I believe they'd be a strong addition to any team and I'd be glad to recommend them. Feel free to reach out if you need more details.

Best,

[Your Name]

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