

Detailed Formal Job Reference Letter

Subject: Reference Letter for [Employee Name]

Dear [Recipient Name],

This letter serves as a formal reference for [Employee Name], who was employed at [Company Name] as a [Position] from [Start Date] to [End Date]. Throughout their employment, they consistently demonstrated professionalism, strong work ethic, and expertise in [specific domain].

Key accomplishments include:

- Successfully managing [project or task].
- Improving [process or metric].
- Mentoring junior staff members, fostering a collaborative work environment.

I highly recommend [Employee Name] for any future employment opportunities. Please contact me at [email/phone] for further information.

Sincerely,

[Your Name]

[Position]

[Company Name]

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