Sample reference letter

**THIS LETTER MUST BE PRINTED ON COMPANY LETTERHEAD**

Date

U.S. Department of Homeland Security

U.S. Citizenship & Immigration Services

**Re: Mr./Mrs./Ms. NAME**

Dear Officer:

My name is NAME and I write this letter in support of the above captioned individual to provide additional insight regarding NAME’s role and responsibilities in the position of POSITION, and the education and training required for this highly specialized role. I am able to attest to this as I held the position of (title), and directly supervised Mr. NAME from (date) to (date).

Having worked in the field of FIELD since DATE, I believe I possess the experience and knowledge to describe both the nature and quality of COMPANY’s requirement for the role of POSITION which NAME held.

From (date – MUST be in MM/DD/YY format) to (date – MUST be in MM/DD/YY format), Mr. NAME was employed by (name of company) in the full-time position of (job title).

In the role of (title), Mr. NAME was entrusted with (). In the role of [job title], Mr./Ms. LNAME was responsible for [list job duties here—4-6 sentences/bullets]. To provide additional context, our team supports [enter information about team and how it impacts the company].

|  |  |
| --- | --- |
| **Job Duty** | **Percentage of time to be spent on Job Duty** |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |

In order to complete these responsibilities COMPANY required EDUCATION to fill this role, which NAME had. Additionally, the employee must have a significant understanding of [insert knowledge/skills].

Should you require any additional information about Mr. NAME’s employment with (name of company), please do not hesitate to contact me at the number below. Thank you.

Very truly yours,

**COMPANY, Inc.**

(Name)

(Title)

(Telephone number)