

Referral Letter

From: _____

Sender's Name

To: _____

Recipient's Name

Sender's Position

Recipient's Position

Sender's Company Name

Recipient's Company Name

Sender's Company Address

Recipient's Company Address

City, State, ZIP Code

City, State, ZIP Code

Date

Dear _____,

It is my pleasure to recommend _____ for _____.
Their performance working as a _____ for _____
proved that they will be a valuable addition to any company.

I have known them for _____ years in my capacity as _____ at _____.
They worked for me on various projects as a _____
and based on their work, I would rank them as one of the best
we have ever had.

If I can be of any further assistance, or provide you with any further information,
please do not hesitate to contact me via [Phone Number] or [Email].

Sincerely,

Sender's Name

Sender's Signature