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(Replace the When I Work logo with your company)

*[Your Name]*

*[Street Address]*

*[City, State, Zip]*

*[Today’s Date]*

*[Name of Recipient]*

*[Title]*

*[Company]*

*[Address]*

*[City, State, Zip]*

Dear *[Name of Recipient]*,

*[Short introductory paragraph explaining who you are and the purpose of the letter.]*

*[Provide details about the relationship to the person being recommended. Highlight the positives on why he/she would be a great fit for the job. Reference any past jobs that may fit or give helpful details.]*

*[Provide statement on whether or not the person you’re writing the reference letter is a good fit or not - recommending or not.]*

*[Examples that support your decision.]*

*[Close the letter with a summarization of the recommendation. State whether or not you’re available for further communication with the recipient.]*

Sincerely,  
  
*[Signature]*

*[Written name]*

[Contact information]