To,

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Organization Name]

Date:

**Subject: Reference Letter for an Employee**

Dear Sir/Madam,

I am writing this letter to refer Mr./Mrs. [name of the Employee whom you refer] for the position of [mention the job post or job title] in your organization. Being a Project Manager of our Company for three years, Mr./Mrs. [name of the Employee whom you refer], his/her skills and professionalism always makes him/her stands out from the rest of employees.

Taking on the new challenges, critical thinking and his/her ability to lead from the front are the qualities that make him/her exceptional in his/her area of expertise. Moreover, his/her excellent communication skills have also proved to be of great value for the organization. He/she also enjoys a great reputation with other employees of the organization.

To put it simply, it can be said easily that he/she was truly an asset for our organization and I am sure that he/she will definitely prove to be the same for you. For further queries, you are free to contact me any time.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Designation]

[Sender Contact Details]