To,

[Name of Recipient]

[Designation of Recipient]

[Organization’s Name]

Date:

**Subject: Reference Letter for Graphic Designer**

Dear Sir/Madam,

This is to refer Mr./Mrs. [name of the Concerned Person] for the position of graphic designer at your organization, [mention Organization’s name]. Mr./Mrs. [name of the Concerned Person] has worked as a graphic designer with us at [mention Sender’s Organization name] from 2016 to 2019.

I must say that he/she was a very hard working and skillful person. He/she always managed to perform his/her work on time. Together, we have worked on many different projects and every time it was a joy working with him/her. Therefore, I am referring him/her for the position of graphic designer in your organization. I am quite sure that he/she will be a great addition to the members of your organization.

Feel free to contact me any time for further details or queries.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Designation]

[Sender Contact Details]