To,

[Name of Recipient]

[Designation of Recipient]

[Organization’s Name]

Date:

**Subject: Sample Job Reference Letter**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to recommend [mention Concerned Person’s name]. He/she has worked with us at [mention Organization’s name] as a [mention Job Position] and [reported to me/ worked with me] in my position as [mention your Job Title].

As an employee, Mr./Mrs. [mention Concerned Person’s name] was always loyal and dedicated to his work and job responsibilities. During his/her tenure, he/she always managed to handle extreme work pressure and to come up with effective solutions to complex problems.

Mr./Mrs. [name of the Concerned Person] is a delight to work with and I wouldn’t hesitate to hire him/her again.

For further queries, you can always contact me through the given below details.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Designation]

[Sender Contact Details]