



LETTER OF REFERENCE TEMPLATE

Writer's Information: Address and postal code

Date: Current date

Contact Information: Who the letter is written to, position, company name, address, postal code

Salutation: Address the person as Dear Ms. Brown, Dear Dr. Frost, etc.

Paragraph 1:

The first paragraph explains your connection to the person you are recommending, including how you know them and why you are qualified to write a reference letter.

Paragraph 2:

The second paragraph contains specific information about the person you are writing about, including why they are qualified, what they contribute and why you are providing a reference letter.

In this paragraph include specific information about required skills matching them to the position they are applying for.

Summary:

This section of the recommendation letter contains a brief summary of why you are recommending the person. State that you "highly recommend" the person or you "recommend without reservation", or something similar.

Conclusion:

Conclude the letter by offering to provide more information such as a phone number and e-mail address.

Sincerely,

Writer's Signature

Writer's Name



Reference Letter Sample – Employment

5742 67th Street
Piper Creek, Alberta
T5N 0E3

June 4, 2009

Mr. Sam Smith
Manager
Sam's Restaurant
2978 Jumping Pond
Piper Creek, Alberta
T4N 1Z8

Dear Mr. Smith,

It is my pleasure to recommend Katie Right as a candidate for employment. I have been Katie's Manager for two years while she has been working as a Grocery Clerk at my store, Jan's Grocery.

Katie is a very conscientious worker who displays excellent communication skills. In addition, she is extremely well organized, reliable and computer literate. Katie can work independently and is able to follow through to ensure that she gets the job done. She is flexible and has the ability to effectively multi-task. Her pleasant personality is not only an asset when working with the customers but is also one of the reasons that she fits in so well with our team.

I would highly recommend Katie. If Katie's performance in our store is a good indication of how she would work in your restaurant, she would be a tremendous asset to your business. Her people skills and desire to learn will definitely benefit any employer!

If you have any further questions or require additional information, please do not hesitate to contact me at (403) 750-3456 or on my cell at (403) 506-7777.

Sincerely,

Jan Hanna

Jan Hanna