**Employee Reference Letter**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**SUBJECT: EMPLOYEE REFERENCE LETTER A/C --------------------------------------------------------------**

Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**Body Text:** (It is my pleasure to recommend John Applicant. I have known him for two years in my capacity as Assistant Manager at Main St. Company. John worked for me on various projects as a consultant, and based on his work, I would rank him as one of the best consultants we have ever had. John distinguished himself by consistently submitting exceptionally well-researched and well-written reports for our clients.)

(John is highly intelligent and has superb analytical and communication skills. If his performance in our company is a good indication of how he would perform in yours, he would be an extremely positive asset to your program.)

(If I can be of any further assistance, or provide you with any additional information, please do not hesitate to contact me at the email address listed above.)

**Yours Sincerely,**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_