Employment Reference Letter

1. Date

The inclusion of the date is critical as it establishes a temporal validity for the candidate receiving this letter. However, you only need to specify the date corresponding to the signing of the letter, whether the applicant is currently working within the organization, it's their last day of work, or even some time after they have collaborated with you.

2. Recipient's Information

If the requester of this letter knows the name, position, and company of the person requiring this letter, you should specify it at the beginning of the document. It's common for such letters to remain open in the sender's field, so you can address the letter to whom it may concern or who might be interested.

3. Start by introducing yourself

Before discussing the qualities of the person you're referring to in this letter, start by stating your position within the company. This way, you can establish the professional relationship you have with the candidate, which will validate the content of the employment reference letter. Don't forget to mention the period in which the applicant has worked with you and at the company.

4. Describe the applicant's performance

Use this section to talk about the commitment of the letter's requester in your organization. You can also mention their most notable traits, skills, and abilities through adjectives.

5. Leave your contact information

Finally, you can close this letter wishing the applicant luck in their new professional stage. Most importantly, provide your contact information, as they will be essential to confirm the information provided in this document.

Employment Reference Letter Template

[City, Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

To whom it may concern:

Please accept my warm greetings. As the [Your Position] at [Your Company's Name], it is a great pleasure for me to provide this employment reference letter for [Applicant's Name], who has served in the position of [Applicant's Position at Your Company].

[He, She, or They] has worked at this company for [Period the Applicant has Worked at the Company], and during this time I have been able to confirm that [he, she or they] has the necessary experience to carry out his job to the highest standards of the company, as well as with the values that I consider essential from my position as [Your Position].

At [Your Company's Name], this collaborator has shown interest and efficiency in the tasks of [Mention the tasks under the Applicant's Responsibility]. Given our working relationship, I have been able to observe [Describe the most outstanding qualities of the Applicant] that [he, she or they] regularly exhibits.

It is for this reason that I highly recommend [him, her or them] to your company, as I have witnessed how the response to [his, her or their] assignments has added value and growth to our company, just as I am sure [he, she or they] will be able to contribute to the new organization where [he, she or they] will work.

This letter is extended at the request of [the interested party] for the purposes that best suit [him, her or them].

Thank you,

[Your Name]

[Your Position]

[Your Company's Name]

[Website / Email / Phone]

[Your Company's Logo]