

Reference/Recommendation Letter

Example

Mr./Ms./Dr. Your Name,
WorldBridge srl,
8, Via Paolo Sarpi
Milan, Lombardy 20154,
800 224 089
info@worldbridge.it

June 6th, 2016

Kolano Design,
225 Fifth Ave,
Pittsburgh, PA 15213
USA

To Whom It May Concern,¹

It is my great pleasure to highly recommend to you *Ms. Jane Smith*. As her previous employer, I can assure that Jane would be an outstanding candidate for the *Graphic Designer* position you are looking to fill.²

Jane has worked for our company for several years, and has never failed to prove *her* talent -- *her* work is extremely inspired; *she* is always looking for the next challenge, never afraid to push her limits, and striving to realize new cutting-edge products. *Her* passion is not only applied to *her* work but also shines through *her* relations. In fact, *Jane* is an excellent moderator, and can easily cooperate with all clients, immediately understanding their needs

¹ *Opening line*: specify a name if you know who you are writing to.

² *Introduction*: specify who you are recommending and why, what position the covered at your company.

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and incorporating them into *her* innovative projects. Furthermore, *she* is very reliable and efficient -- in all these years, *she* has never had a problem meeting deadlines, even when this meant working under a great deal of pressure.³

Unfortunately, due to internal financial problems, *Jane* will not be able to work with us any longer. Therefore, I whole-heartedly wish *her* all the best on all of *her* future endeavors, having no doubt *she* will succeed at them all. It would be my great pleasure to see her fulfilled in the new position I think *she* deserves at *Kolano Design*.⁴

Thank you for your time and consideration. For any further information about this letter and the person recommended, please do not hesitate to contact me at any time.⁵

Sincerely,⁶

-Chiara Dellea⁷

³ *Main Body - Part 1*: describe the person's strengths and abilities, praising them.

⁴ *Main Body - Part 2*: Motivate why your work relationship has ended, if it has.

⁵ *Conclusion*: summarize your points, leave your contacts, and thank your reader.

⁶ *Greeting*: in this context, greet your reader formally.

⁷ *Signature*

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