



# Reference Letter Samples

**Sample  
Reference Letter**

Dear Mr. Johnson,

I am writing to recommend a passed co-worker Sara Thomas. She worked with me at Acme Inc. as a Senior Product Manager and reported to me in my position as VP of Engineering.

As an employee, Sara was always reliable and resourceful. During her time in my team, she managed to conduct high-impact user research and make a number of key recommendations that resulted in an improved product (and subsequently increased sales).

I've always put a premium on initiative and willingness to learn among my team members and Sara never failed to deliver on both fronts. An example was when she suggested we create a regular internal meetup where more senior employees could answer questions from other employees about their work. She was the first to take advantage of the knowledge these meetups offered and implemented it in her own work.

Sara is a delight to work with – a team player with a positive, can-do attitude all the way. I wouldn't hesitate to hire her again if the opportunity arose.

Should you have any further questions, feel free to reach me at (555) 555-5555.

Thanks,

Danielle Sutter

VP of Engineering, Acme Inc.

**Sample  
Reference Letter**

Dennis Stevens  
Acme, Inc.  
76 Main Street  
Any City, State Zip Code  
(555)-555-5555  
dstevens@email.com

March 30, 2023

Katherine Zeta Jones  
DRESSES, Inc.  
532 East 95th Street  
Every City, State Zip Code

Dear Katherine,

Dianal Rango has been an employee here at DRESSES, Inc. for the past five years. She has been a pleasure to work with, bringing her attention to detail to every project. Her communication and people skills are excellent, and she has some very innovative ideas.

I can highly recommend her for the opportunity that you have available. It is a very similar position to the one she currently holds here, and she is well suited to the challenges it provides. Diana is a talented young woman, and everyone here wishes her all the best with her move to Every City.

If you need any additional information, please contact me.

Best regards,

*Signature* (hard copy letter)

Dennis Stevens

**Sample  
Reference Letter**

Sofia Wright  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
sofia.wright@ccc.com

May 19, 2023

Lisa Lee  
Professor Childhood Education  
Acme University  
123 Business Street  
Business City, NY 54321

Dear Professor Lee,

As I prepare for my journey into the workforce after graduation, I am hoping to gather a general letter of recommendation from you that I can use for future teaching position applications.

As my elementary education advisor, mentor, and professor, I believe a reference from you would provide a potential employer with insight into my character and teaching abilities, ensuring them I would be an ideal candidate for the early childhood education position they are looking to fill.

If you need any additional information, please contact me via email or phone. If you would kindly provide me with four signed copies of the letter in sealed envelopes with your signature across the seal, I would much appreciate it.

Thank you for your consideration and support.

Sincerely,

*Signature* (hard copy letter)  
Sofia Wright