**Reference Letter Sample**

*Alan Partridge*

*Manager*

*Radio City*

*Belfast*

*Northern Ireland*

*111-111-111*

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*Tony Hayers*

*Cheese Operations, Inc.*

*Belfast*

*Northern Ireland*

*Dear Mr. Hayers,*

*I am writing this letter on behalf of Simon Denton, who worked with me at Radio City for the last seven years. He started in an entry-level role but quickly rose through the ranks to become my assistant.*

*Before long, Simon became one of the most valued employees at the company and was the man everyone went to with questions and projects that were in danger of falling behind their deadline. Simon routinely went above and beyond his job duties, and never hesitated to help others, even though he was already working long hours.*

*I wholeheartedly recommend Simon for the position of manager at Cheese Operations Inc. During his tenure at Radio City, he showed leadership qualities on many occasions. I was unavailable for two months, and in my absence, Simon was the de-facto manager and ensured everything ran as smoothly as when I was there. Some staff even suggested things worked better!*

*We will all miss having Simon on our team. His negotiation and interpersonal skills, along with the ability to work well under extreme pressure, make him an asset to any organisation. If you hire Simon, our loss will certainly be your gain. If you have any questions, please don’t hesitate to ask.*

*Best Regards,*

*Alan Partridge*