**Sample Reference letter**

Your Name

Company Address

Date

**To whom it may concern,**

XYZ has been an employee here at our organization ABC, Inc. She has been a pleasure to work with and has brought tremendous attention to detail to the project. She has excellent communication and people skills and has provided us with innovative solutions to various problems.

XYZ is tremendously organized, professional and always on time. She has always offered great assistance, when required. She is a talented young woman and is sure to be a terrific asset to any organization.

I refer her for any venture she chooses to pursue.

**Yours Sincerely,**

First Name last name

Phone/email