

Professional Reference Letter

Subject: Professional Reference for [Coworker's Name]

Dear [Recipient Name],

I am writing to provide a professional reference for [Coworker's Name]. I have had the pleasure of working closely with [him/her/them] at [Company Name] for the past [X years], and I can attest to [his/her/their] exceptional work ethic, professionalism, and collaborative spirit.

[He/She/They] consistently demonstrate(s) the ability to manage complex projects, meet tight deadlines, and contribute positively to team dynamics. I highly recommend [Coworker's Name] for any position that values dedication, integrity, and high-quality work.

Please feel free to contact me if you require any additional information.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Email/Phone]

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