

Casual Reference Letter

Subject: Recommendation for [Coworker's Name]

Hi [Recipient Name],

I'm happy to write a quick recommendation for [Coworker's Name]. We've worked together at [Company Name] for [X years], and [he/she/they] has always been reliable, friendly, and great to collaborate with.

[He/She/They] would be an asset to any team, and I'm confident in [his/her/their] abilities.

Best,

[Your Name]

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