**[COMPANY NAME - LETTERHEAD]**

**WORK REFERENCE LETTER**

[Insert Date]

To Whom It May Concern,

[Insert Employees Name] has been employed at [Insert Comany's Name] from [Insert Dates of Employment] as a [Insert Type of Employment, hours worked, and Job Posiiton & salary]. During this time, [Insert Employees Name] has been responsible for the following duties in the business:

* [List Tasks and Duties of Employee]
* [List Tasks and Duties of Employee]
* [List Tasks and Duties of Employee]
* [List Tasks and Duties of Employee]
* [List Tasks and Duties of Employee]
* [List Tasks and Duties of Employee]
* [List Tasks and Duties of Employee]
* [List Tasks and Duties of Employee]
* [List Tasks and Duties of Employee]

[Insert Employees Name] has proven to be an asset to our company.

[Insert Positive Points of the Employee]

Kind Regards,

[Insert Referees Name]

(Sign here)

[Insert Referees Position]

[Insert Referees Contact Information]

[Insert Referees Business Address]