

FROM / REFERENCE WRITER

TITLE

DATE

ORGANIZATION

PHONE

EMAIL

SENDER ADDRESS

TO / REFERENCE RECIPIENT

TITLE / DEPARTMENT

ORGANIZATION

RECIPIENT ADDRESS

RE:

Dear

,

RECIPIENT - NAME, TITLE & ORGANIZATION

POSITION / OPPORTUNITY

RECIPIENT ADDRESS / EMAIL

I am pleased to provide this professional reference for the person identified below. My comments are based on firsthand knowledge or records I am authorized to use and are limited to accurate, job-related information.

REFERENCE SUBJECT AND RELATIONSHIP

REFERENCE SUBJECT

REFERENCE FOR / LETTER REFERENCE

SUBJECT POSITION / FIELD

RELATIONSHIP TO SUBJECT

KNOWN FROM / START DATE

KNOWN THROUGH / END DATE

WORK / PROJECT CONTEXT

FIRSTHAND BASIS FOR THE REFERENCE

PROFESSIONAL ASSESSMENT

RESPONSIBILITIES / WORK OBSERVED

ACHIEVEMENTS, RESULTS & SPECIFIC EXAMPLES

RELEVANT SKILLS / PROFESSIONAL STRENGTHS

COMPLETE REFERENCE NARRATIVE / ADDITIONAL FIRSTHAND FACTS

In my professional judgment, the observations above fairly describe the subject's work and qualifications for the stated purpose.

Sincerely,

REFERENCE WRITER SIGNATURE

DATE

PRINTED NAME

TITLE / CAPACITY

SUBJECT CONSENT

The Subject authorizes the Writer to provide this reference to the identified recipient for the stated purpose. Neither party should provide protected characteristics, confidential medical information, or other information prohibited by law.

Authorized categories:

- ☐ Dates and positions ☐ Duties and projects ☐ Skills and achievements ☐ Work conduct and reliability
- ☐ Eligibility for rehire, if lawfully maintained

SUBJECT ADDRESS

SUBJECT PHONE

SUBJECT EMAIL

SUBJECT CITY

STATE

ZIP

ACKNOWLEDGMENT

The Subject consents to the limited disclosure described above.

REFERENCE SUBJECT SIGNATURE