



[Company Letterhead]

[Date]

To Whom It May Concern,

I am pleased to provide this professional reference for...

My name is, and I currently serve as

I have worked with in the capacity of from to

During this period, held the role of and was responsible for

Throughout our professional engagement, he/she demonstrated

In particular, he/she contributed significantly to

Based on my direct professional experience, I can confidently confirm

I believe he/she possesses the professional capability, practical experience, and level of contribution to.....

Sincerely,

[Referee Name]

[Title]

[Organization]

[Email Address]

[Phone Number]

[Signature]