Shiftbase TemplateEmployment Reference Letter

short line

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# About This Template

This template is designed for use by HR managers, employers, or supervisors who wish to provide a reference for a former or current employee. It is structured to offer a comprehensive and professional endorsement of the individual's skills, work ethic, and contributions during their employment.

**Key Features of the Template:**

* **Formal and Professional Tone:** The language used is formal, suitable for an official employment reference letter, instilling a sense of professionalism and respect.
* **Customizable Sections:** The template includes placeholders like [Employee's Name], [Company Name], and [Employee's Position], which can be easily replaced with specific details relevant to the individual being referred.
* **Highlighted Skills and Achievements:** There is space to mention the employee’s specific tasks, projects, skills, and character traits, allowing for a personalized and detailed reference.

**Customization Tips:**

* Be specific about the employee’s contributions and skills.
* Use examples or brief anecdotes if possible to illustrate their abilities.
* Ensure that the information is accurate and reflects the employee’s role and responsibilities.
* Update the contact information section with your current phone number and email address.

This template serves as a general guideline and should be tailored to reflect the individual circumstances of the employee and the nature of their work with the company.

[Sender's Name] ,[Position]

[Company] ,[Company Address]

[City, Postal Code]

[Telephone Number],[Email Address]

# **Employment Reference Letter for [Employee's Name]**

Dear Sir/Madam,

It is with great pleasure that I write this letter of reference for [Employee's Name], who has been employed at our company, [Company Name], as [Employee's Position]. During his/her time with us, [Employee's Name] has demonstrated exceptional skills and remarkable professionalism.

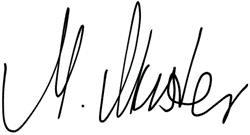
[Employee's Name] exhibited great competence in [specific tasks or projects] and showed an excellent work ethic. His/Her positive attitude and ability to work in a team have significantly contributed to the success of our team.

Particularly noteworthy are his/her [special skills or characteristics, e.g., leadership abilities, team spirit, expertise]. [Employee's Name] has always displayed high motivation and a strong commitment to his/her tasks.

I am convinced that [Employee's Name] will be a valuable addition to any organization. I recommend [Employee's Name] without any reservations and look forward to seeing his/her further successes.

For any further information, I am at your disposal. You can reach me at [Telephone Number] or via email at [Email Address].

Sincerely,



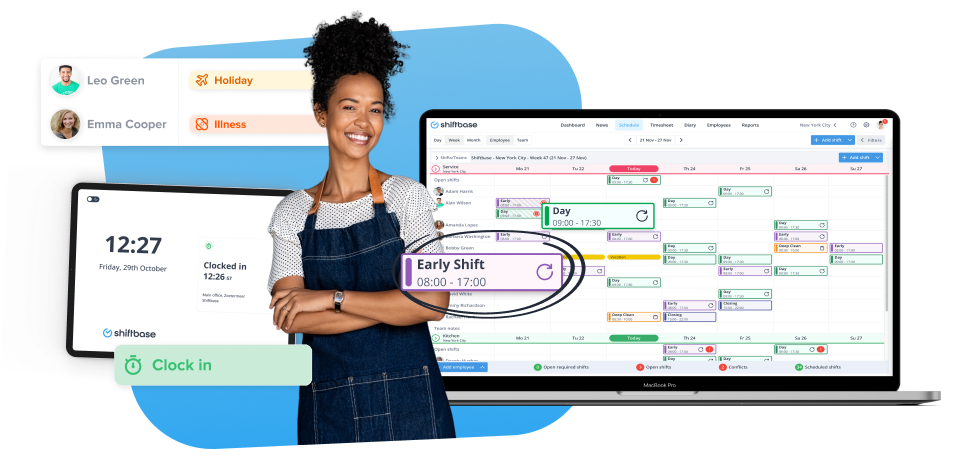
[Sample Signature of the Sender | Position in the Company]

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