

Reference Letter Template

Dear Mrs. James,

It is my pleasure to recommend Blake Lively as a candidate at your company. For the last seven years, she has worked as an assistant in my office and has excelled in this role. In my 20 years with Deadpool, I have never seen anyone with as much as productivity and can-go attitude as Blake. She produced high quality work and always went above and beyond when asked.

As an employee, Blake proved to be reliable and resourceful. I ask my employees to possess initiative and willingness to learn, and that is something she delivered time and time again. An example is when we held a monthly meeting with senior managers so that “lower-tier” employees had the opportunity to ask questions, pitch ideas and so on. Blake took charge and presented fresh, exciting ideas almost every month.

To conclude, Blake is a pleasure to work with – a true team player with a positive attitude that influences others. I do not hesitate in recommending her to join your team, and I wouldn't hesitate to hire her all over again if the opportunity arose.

Don't hesitate to contact me if you have further questions, I am available at 123-456-7890.

Regards,
Ryan Reynolds
CEO, Deadpool