

**REFERENCE: FAVOURABLE**

(Insert your letterhead)

or

(Your Name)

(Company / Business)

(Address)

Date

**To Whom It May Concern:**

REFERENCE: (Full Name)

It is with great pleasure that I provide this reference for (Mr/Ms/Mrs Full Name). I have known (full name) for (number) years. (S/he) has worked with our company (or business) for (number) years (or months), as (job title) in our (title) department.

This position required (First name) to demonstrate and exercise skills in (detail nature of skills), which (s/he) did admirably.

During (first name)'s time with our company (or business), (s/he) has demonstrated initiative, enthusiasm and professionalism in all areas of (her/his) work. It goes without saying that (s/he) will be missed.

I have no hesitation in recommending (first name) for a comparable position with your company (or business). If you have any further questions, I would be happy to assist.

(Ending)

(Signature)

(Your name)

(Your title (optional))