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Employer's reference letter template: employment

Here is a template that you can use for your next letter of reference:

Dear [Recipient's name],

[Statement of Reference: Offers context as to why you're writing the letter]

[Body Paragraph: Includes candidate background. Describe the time they spent working for you]

[Body Paragraph: Includes examples of relevant skills developed]

[Body Paragraph: Includes specific examples of employee achievement]

[Closing Statement: Summarizes the letter's intent]

Sincerely,

[Your name]

[Contact information]

Employer's reference letter sample

Review this example to learn more about what an effective reference letter contains:

Dear Vicky Proctor,

I'm writing to you today to recommend Jeremy Krueger for the position of payroll manager at your organization, Winston Family Company.

Jeremy worked as a payroll specialist for Johnson Storage, where I was a manager between the years of 2012 and 2019. When I worked with Jeremy, he was a payroll specialist and I was his immediate supervisor. I worked directly with Mr. Krueger to ensure payroll was fast and accurate.

During this time, he displayed the skills and attitude required for the job. Some of Jeremy's duties included calculating payroll taxes, processing payroll for more than 100 employees and updating employee records. Over the years, Jeremy developed and perfected the skills needed for the role.



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When Jeremy was my employee, he took it upon himself to digitize our payroll records, managing the project in its entirety. Jeremy's ability to prioritize, determine what needs to be done and act on it would be a valuable asset in any payroll position. That's why I'm happy to recommend Jeremy for the role.

Best,

Allison Peet

(555)-555-4455

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