**References letter example**

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 direct 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.  
   
When Jeremy was my employee, he took it upon himself to digitize our payroll records, managing the project in its entirety. Mr. Krueger’s ability to prioritize, determine what needs to be done and act on would be a valuable asset to 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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