TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Reference Letter for a Friend

Dear **[Name]**

My name is Sarah Hemington, and I'm using this letter to recommend Jennifer Wrightly, who is both my coworker and my friend, for the position of marketing executive at your firm. This letter serves as my official character reference for the candidate. I've been fortunate enough to know Jennifer for more than 10 years. We first met at university, where her continuous work ethic was admirable and made her a dependable team member during class projects. When we became coworkers at Toronto Executive Marketing, she upheld her reputation and has had an extraordinary impact on the company.

While working at our company, Jennifer demonstrated her sincerity and strong work ethic. Whether it was bringing coworkers coffee and bagels when they were having a bad day or taking on extra assignments to lighten our supervisors' workloads, she was a great asset. Jennifer understands the importance of sensitivity and confidentiality when facing complex situations. Last year, another employee required supervision and Jennifer did so with respect and maintained confidentiality. She always wants to make coworkers comfortable and is persistent in that goal.

Once again, I am confident in my referral for Jennifer. Should you need any more information, please contact me.

Best regards,

**[Signature]**

Sarah Hemington

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