[Referee's Name]

[Referee's Title]

[Referee's Address]

Date

To Whom It May Concern:

I am pleased to write this letter for [Candidate's Name] and have known her for the last 10 years where she has been an employee in my landscaping business.

[Candidate's Name] is an enthusiastic, punctual, and trustworthy individual. For example, she has never been late to any job at a customer’s home or business and on at least two occasions, she returned overpayment to a customer without prompting from either one of her superiors at work or the customer.

[Candidate's Name] has also helped out with administrative tasks in the office without complaint, and is always enthusiastic to contribute to the business. When a team member called in sick last season, [Candidate's Name] volunteered to fill in, even though she had the day off.

I am confident that I can recommend [Candidate's Name] for this employment position. I know she will contribute to your organization, just as she has with my business. If you would like for additional information about [Candidate's Name], feel free to contact me.

Sincerely

[Referee's Name]