



Ward & Uptigrove
Human Resources Solutions



Reference Letter Template

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Reference Letter Template

About this tool:

A reference letter template helps employers provide supportive, consistent, and legally safe references. This template is a structured document employers use to provide consistent, professional, and legally sound employment references for current or former employees. It ensures that the information shared is:

- Accurate
- Appropriate
- Non-defamatory
- Aligned with organizational policy
- Consistent across supervisors and departments

When to use this tool:

We recommend that you reference this tool whenever you are writing a reference letter for an exiting employee.

How We Can Help:

- Create or refine the letter
- Establish Clear guidelines for use
- Train supervisors and managers – example coaching on how to decline a reference request when necessary.
- Balance honesty with professionalism
- Tailoring the Template to different scenarios
- Supporting difficult or sensitive situations



How to contact us:

For further discussion or assistance, please reach out to:

✉ HRresults@w-u.on.ca

☎ (519) 291-3040

Meet our team: <https://www.wardanduptigrove.com/hr-solutions>

Disclaimer:

The content provided is for general informational purposes only and is not to be considered legal advice. While believed to be accurate at the time of publication, Ward & Uptigrove does not guarantee accuracy over time. Ward & Uptigrove is not responsible for links to external resources which users' access at their own risk.

Reference Letter Template

[your company letter LETTERHEAD]

[date]

RE: LETTER OF REFERENCE

To Whom It May Concern,

I am pleased to provide this letter of reference for [Employee's Full Name], who was employed at [Company Name] as a [Job Title] from [Start Date] to [End Date].

During their time with us, [Employee's First Name] consistently demonstrated [mention key strengths— e.g., professionalism, dedication, strong work ethic]. They were responsible for [briefly describing key responsibilities], and they performed these duties with a high level of competence and reliability.

One of [Employee's First Name]'s most notable contributions was [mention a specific achievement or quality —e.g., their ability to build strong relationships with clients, their leadership in a particular project, or their commitment to teamwork]. Their positive attitude and willingness to go above and beyond made them a valued member of our team.

I am confident that [Employee's First Name] will bring the same level of excellence to any future role they pursue. I highly recommend them for any position that aligns with their skills and experience.

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

Tips for Writing/Providing a Letter of Reference:

1. Focus on the person's strengths and achievements that you can genuinely endorse. Avoid exaggeration.
2. Mention qualities or experiences relevant to the type of work they're pursuing (e.g., teamwork, reliability, communication skills).
3. Keep the language formal but warm, while using a professional tone. Avoid overly casual expressions.
4. Include Key Details:
 - Your relationship to the person
 - Their job title and dates of employment
 - Specific accomplishments or strengths
 - A clear recommendation statement
5. Offer Contact Information: Let the reader know they can follow up with you for more details.

Practical Use Tips

1. Always confirm the person wants you to provide a reference and knows what you'll say.
2. Keep the template updated, make sure it reflects current roles, dates, and responsibilities.
3. Use company letterheads, this adds credibility and professionalism.
4. Keep a record of the reference letter for future use or updates.
5. Provide the letter promptly to support the person's job application timeline.