

EMPLOYMENT REFERENCES

*EXAMPLE
REFERENCE LETTERS*

CHRIS KING

19 June 2008

**MCINNES
COOPER**
LAWYERS | AVOCATS

Reference Letter Example #1: (retail store)

LETTERHEAD OF [Employer]

[Date]

To Whom it May Concern

This letter is to confirm that [the employee] worked for our firm for approximately nine years. During that time he performed many functions for our company.

He started out as comptroller and championed the implementation our new computerization initiative, which encompassed a retail point of sale system and management information system.

He then graduated to a Store Manager's position, then to a buying position. Since 2003, [the employee] was responsible for the purchase and performance of [various retail goods], and was promoted to Manager of Merchandizing three years ago.

[The employee] has a great work ethic and performed his duties reliably and honorably. He was a key component in the growth of our business over the last 9 years.

We wish him well in his new career path.

Sincerely

President

Reference Letter Example #2: (Non-Profit Organization)

[LETTERHEAD of Non-Profit Organization]

[Date]

PRIVATE AND CONFIDENTIAL

TO WHOM IT MAY CONCERN:

Re: [Employee]

[Employee] was employed at [non-profit organization] for approximately one year in the capacity of Executive Director, during which time I worked with him in my role as Board Chair.

During his tenure at [non-profit organization], [employee] was very dedicated and committed to upholding the values and furthering the mission of [non-profit organization].

As Executive Director, [employee] was responsible for financial management, human resources management, board relations, public awareness/education and media relations, government liaison, partnership building, program and policy development and implementation, building/property/project management and coordination of the volunteer program. In his position as Executive Director, he represented [non-profit organization] in numerous capacities as part of his overall responsibilities in the position. [Employee] is an excellent communicator, has strong management skills, is hard working and committed to any project he undertakes.

[Employee] is familiar with the responsibilities of an Executive Director of a not-for-profit organization. He has been involved in various fundraising initiatives, including proposal writing to solicit corporate donors and special events. He has strong oral presentation and written communication skills.

[Employee] is qualified to work as Executive Director for an organization requiring similar skill sets and experience.

Sincerely,

Chair, Board of Directors

Reference Letter Example #3: (Service Industry)

[LETTERHEAD OF COMPANY]

[Date]

To Whom It May Concern:

Re: [Employee's name]

This will confirm that [employee] was employed by [the company] from May, 2004 to January, 2008. She was hired in the position of sales associate, but latterly was the company's Manger of Accounting and Human Resources.

As Manager of Accounting and Human Resources, [Employee] was responsible for ●. [Employee] consistently ● [*highlight some positive attributes from performance reviews or other ad hoc assessment*].

[Employee's] position with the company came to an end as a result of organizational restructuring. We wish her the best in her future endeavours.

Yours truly,

General Manager

Reference Letter Example #4: (Food Industry)

[LETTERHEAD OF EMPLOYER]

[Date]

To whom it may concern,

Re: [Employee's Name]

We confirm that [employee] was employed as Manager with [the Company].
[Employee] was employed with [the Company] from January of 1995 until August of 2007.

The position of Manager carried the following responsibilities: implementation of the policies as set out by the board of directors; assisting in the development and implementation of provincial and national initiatives; overseeing the regulatory affairs of the industry; liaising among producers, industry, commodity groups and various government agencies; monitoring the financial affairs of the board; and coordinating board and committee meetings.

We wish [Employee] well in her future employment.

Sincerely,

Board Chair

Reference Letter Example #5: (Financial Services Industry)

[LETTERHEAD OF COMPANY]

[Date]

To Whom It May Concern

Letter of Reference – [Employee's name]

[Employee] joined [employer] in 1997 as Manager of Marketing. He quickly assumed the role of Vice President of Marketing. In that role [employee] was responsible for leading the development and promotion of [employer's] products and client relationships.

[Employee's] role evolved to Vice President, Marketing, ultimately including operational responsibility for a new marketing centre and all branch distribution points. That role included responsibility for 30 employees and significant sales revenue. He was accountable for all marketing for [the employer], and developing sales and marketing strategies.

Yours truly,

President

Reference Letter Example #6: (Technology Industry)

[Date]

To Whom It May Concern:

Re: Letter of Recommendation for [Employee's name]

[Employee] worked within my Company's organization for more than six years. He began his employment as an entry-level representative in the marketing and communications division. After only two years, he was directly responsible for all our Company's communications domestically before becoming deeply involved in the business development aspect of our business. In all his positions with us [Employee] continued to report directly to me.

[Employee] is a very bright and personable individual. He is highly self-motivated, efficient, independent and well capable of achieving any goal he sets his mind to. [Employee's] ability to quickly learn and take on new responsibilities added tremendous value to our Company. He learned new and highly advanced technologies promptly and promoted them in his daily work. His co-workers also held high regard for him as a valuable resource and looked to him for innovative direction and advice given his strong communication skills. His ability to liaise with government officials and regulators is very strong as well as his skill to in the preparation of, and participation in, international trade missions.

[Employee] welcomes leadership opportunities and meets his deadlines on time. He also played important roles in a number of financing activities and funding proposals directed towards [various funding agencies].

[Employee] is an asset to any company that hires him and I have absolutely no problem recommending him to any Company.

If you would like additional information about [employee], you can call me at (709) XXX-XXXX.

Yours truly,

President and CEO