**company name**

Your Name **|** Email

Date

**To Whom It May Concern:**

I'm feeling honored for writing a reference letter for Mr. Jones who has worked for our company as a business relation officer. As a direct supervisor, I verify that he is indeed a very hardworking and honest person.

He is known for his kind and helpful attitude towards his clients and co-workers. He is the best source of encouragement to his fellow workers.

I believe that Mr. Jones is a very compassionate person on both professional and personal levels. You can contact me anytime if you need to speak to me.

telephone or by email at Email anytime.

Sincerely,

Your Name