

# Business Reference Letter

A business reference letter is a formal document that endorses the credibility, professionalism, and qualifications of a company or individual.



## Business Reference Letter for Employee

### Michael Jones

Operations Manager  
GlobalTech Solutions Inc.  
123 Corporate Ave.  
New York, NY 10001  
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(555) 555-5555

October 27, 2023

### David Johnson

Senior Business Manager  
Innovative Solutions Inc.  
456 Innovation Drive  
San Francisco, CA 94102

Subject: Business Reference for Mr. David Thompson

Dear Mr. Johnson,

I am writing to provide a strong recommendation for Mr. David Thompson, who worked as a Senior Project Manager at GlobalTech Solutions from March 2020 to September 2023. During his tenure with our company, David demonstrated exceptional leadership, project management, and problem-solving skills, making him an invaluable asset to our team.

David managed multiple high-profile projects for us, including the implementation of a new software system that resulted in a 15% increase in productivity across departments. His ability to lead cross-functional teams, stay organized under pressure, and consistently meet tight deadlines was truly remarkable. He has a deep understanding of both technical and business processes, which allowed him to bridge the gap between various teams and ensure successful project outcomes.

It is a pleasure to be technical expertise. David is a strong communicator and an excellent

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**S Ben Porath**



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