<Sender’s Name>

<Sender’s Address>

<Todays’ date>

Re. Personal Reference for <employee name>

Dear Hiring Manager

It is my pleasure to write a personal reference for <employee name>.

I have known this employee for approximately <two years>. I work at the British Columbia Institute of Technology (BCIT) and have observed this person’s custodial work in my department.

My experience with <employee name> has been positive. Specifically, this person has been courteous, considerate, and professional in carrying out this work. Any communication or requests I made were received and addressed in a timely and polite manner.

While custodial work is easily overlooked in a busy institution like BCIT, I have noticed the positive impact that a clean and orderly environment has on my day-to-day activities, and I appreciate the work ethic and positive attitude this person has displayed.

Every member of an organization has the opportunity to make a contribution to creating a positive workplace overall, and I would like to recognize the contribution <employee name> has made to my workplace.

If you have any questions about my reference, please contact me @ <sender’s email>.

Thank you.

<Sender’s Name>

<Sender’s Department>