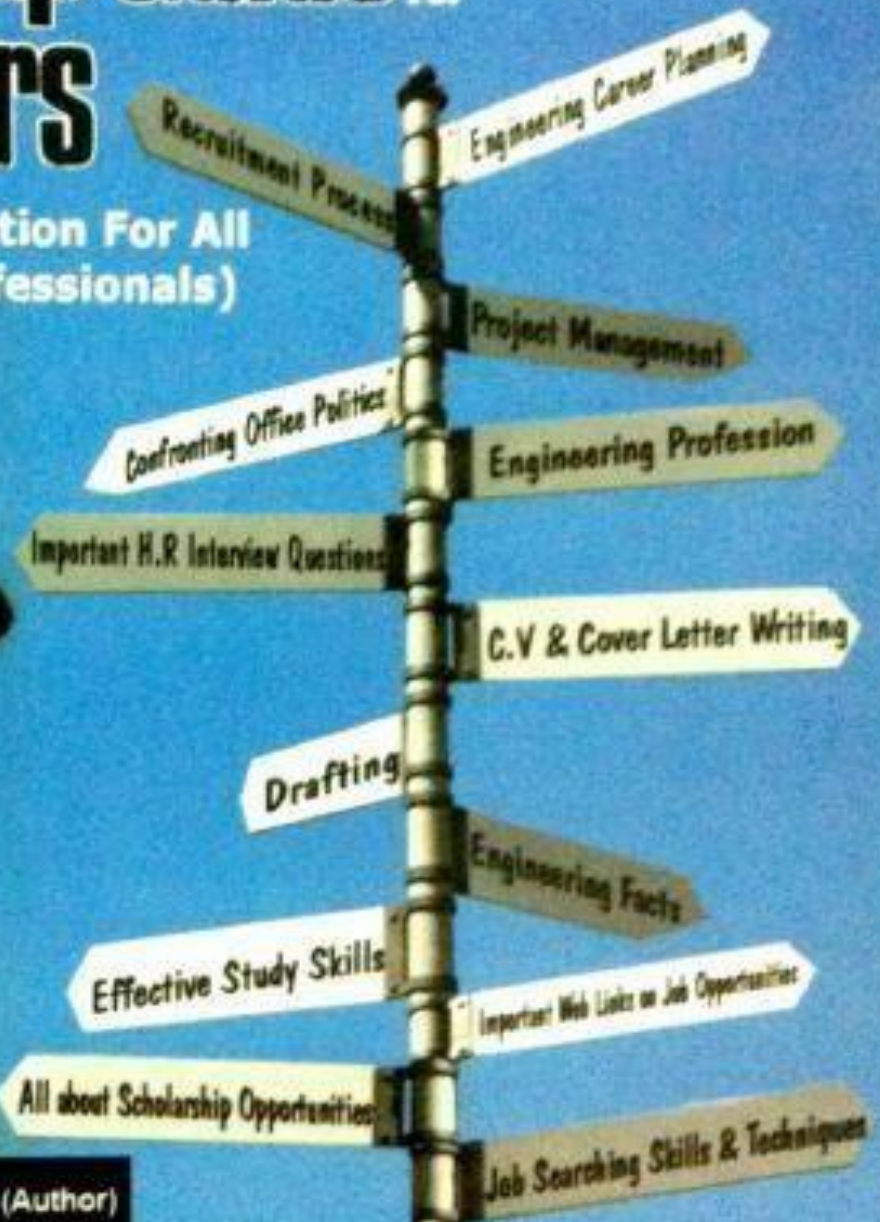


# Career Roadmap Guide for Engineers

(A One Stop Solution For All Engineering Professionals)



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## PERSONAL/PROFESSIONAL REFERENCE LETTER

The following is a sample personal/professional reference letter for a friend or for a colleague.

### SAMPLE

I am writing to recommend Mr. "Z" for the position **mention name of the post for which reference letter to be issued**. I have been knowing "Z" since last 5 years and he/she is a highly qualified candidate for the said position. He/ She has relevant work experience for the post he is applying for in your company

I think "Z" is a perfect match for this job. Moreover he/she will prove himself/herself to be a tremendous asset for your organization

I highly recommend him/her to you without reservation. If you have any questions, please do not hesitate to contact me.

**NAME OF PROFESSIONAL REFERRER / FRIEND**  
**(NAME OF ORGANIZATION & DESIGNATION)**