

Reference Letter example



20 September 2023
(date reference was written)

ABCD Childcare
1 The Hill
Dublin
(name and address of employer)
LOGO OF SERVICE HERE

To whom it may concern,

I thoroughly recommend (name of candidate) as a candidate for the position of room leader with your service. (Name of person) commenced their employment in ABCD Childcare on 25 August 2014 and finished their employment with us on 26 June 2021. In their nearly seven years of employment in ABCD Childcare (name of person) worked as a room assistant and as a room leader in our ECCE room.

During that period, (name of person) displayed excellent communication skills with parents and colleagues. (Name of person) was always attentive to the needs and circumstances of all children within their care.

(Name of person) is a hard worker and was always punctual when attending for work. They showed initiative by developing our use of learning journals within the pre-school room and was always eager to learn more.

(Name of person) would be a tremendous asset to your early years and school aged service and comes with my highest recommendation. If you have any further questions, please contact me on 111-111-111.

Yours Sincerely,

Jane Doe

Jane Doe
Registered Provider ABCD Childcare