Personal Volunteer Reference Letter

To,

Mr. Martin Best

Emmily Huttherton Road,

6/31, Hetherto Avenue

McDowell Hills,

Boston

12th Jan 20XX

Sub: Letter for Volunteer Reference

Respected Sir,

This is Mary C. Downforth from Alascan Water Services. I would like to give a recommendation for volunteer. It is James Adams Jr, who has been working for my company for last one year. I have been observing him and following his growth in my company for past one year now, and with total conviction, I can claim that he is a very hard working and sincere candidate to volunteer for any event.

His duties in my organization were taxing on his mental and physical health and yet he withstood all the pressures successfully over a period of year now. I would also like to mention his communication skills and human resource management skills that he has demonstrated time and again. For his work in my organization he was rewarded Sir Thomas Merit Badge last year. His diligent and consistent performance has benefited our company a great deal.

Please consider his application for the volunteering position in your company. He will not give you a chance to complain about his performance. Your firm is certainly going to benefit with him around.

Yours sincerely,

Mary C. Downforth

Alascan Water Services