**REFERENCE LETTER**

[City], [Month] [Day], [Year].

To whom it may concern,

I, [full name of your boss/representative], [job position of your boss] of [company name], hereby certify that [Mr. or Ms.] [Your full name], passport [your passport number], works since [date you were hired], at [company name], located at [company’s address], [city] - [state] - Brazil. [He/She] works on a full time workload of 44 hours per week and [his/her] monthly salary on this date is BRL [your monthly wage] (Brazilian currency), with the benefits of [write here the benefits offered by the company].

 [Your first name] works at [your department] as a [your job position] and the duties and responsibilities [he/she] has undertaken are as follows:

* [List here your job responsibilities, activities, etc.]
* .
* .

 [Write here a brief description of the company: company size (small, medium or big); if it is a national or multinational company; the quantity of employees; location of the headquarters, if different from where you work; main products/services; etc.]

 Hoping to meet your expectations, please feel free to contact me if you have any questions.



**[Full name of your boss/representative]**

[job position of your boss/representative]

[phone number of your boss/representative]

[e-mail of your boss/representative]