

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am writing to provide a reference for [Employee Name], who was employed at [Company Name] as a [Employee Position] from [Start Date] to [End Date]. During their tenure, [Employee Name] was a valued member of our team and contributed to a number of important projects and initiatives.

[Employee Name] has demonstrated notable strengths in several key areas. They consistently approached their work with commitment and displayed strong technical proficiency, particularly in [mention relevant skills or tasks]. Their ability to collaborate with colleagues and participate in team efforts has helped to create a productive and positive working environment. [Employee Name] was dependable in meeting project deadlines and showed enthusiasm for taking on new challenges.

However, it is also important to note that there were areas where improvement was required. At times, [Employee Name] struggled with [describe area(s) such as time management, communication, attention to detail, etc.], which occasionally impacted their overall performance. We addressed these challenges through feedback and support, and [Employee Name] has shown a willingness to learn and grow from constructive criticism. With continued focus and development in these areas, I am confident that [Employee Name] can further realize their potential.

In summary, [Employee Name] made meaningful contributions to our organization and brought genuine strengths to the workplace, balanced with a few areas in need of further growth. I believe that, given the right environment and ongoing encouragement, they will continue to develop and be a valuable asset to any future team.

If you require additional information, please feel free to contact me at [Your Email Address] or [Your Phone Number].

Sincerely,
[Your Name]
[Your Position]