

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a reference for **[Employee Name]**, who was employed in the capacity of **[Job Title]** at **[Company Name]** from **[Start Date]** to **[End Date]**.

During their tenure, [Employee Name] demonstrated several strengths, including [mention specific strengths such as teamwork, reliability, technical skills, initiative, etc.]. They contributed positively to the team by [provide examples of contributions or achievements]. Their dedication to their role was evident in many aspects of their work.

It is worth noting that [Employee Name] did encounter certain challenges regarding performance, which resulted in disciplinary action on [mention dates or period, if appropriate]. These actions were related to [briefly state the nature of the performance issues, e.g., meeting deadlines, communication, attendance, etc.]. Following these incidents, [Employee Name] made efforts to address the areas of concern and demonstrated a willingness to improve through [describe steps taken, training pursued, or changes made].

I believe that [Employee Name] has learned from these experiences and shows potential for further growth and development. With continued guidance and a supportive environment, I am confident that they can build upon their strengths and overcome previous challenges.

Should you require further information or wish to discuss [Employee Name]'s employment history in more detail, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]