

## Reference Letter for [Colleague's Name]

To Whom It May Concern,

I am writing to provide a reference for my colleague, [Colleague's Name], with whom I worked at [Company/Organization Name] from [Start Date] to [End Date]. During this period, I had the opportunity to observe [Colleague's Name]'s contributions as a member of our team.

[Colleague's Name] approached assignments with a positive attitude and consistently made an effort to collaborate with team members. While there were notable challenges in meeting deadlines and adapting to changing project requirements, [he/she/they] demonstrated a willingness to seek feedback and showed effort to improve. In several instances, [Colleague's Name] struggled to manage workload efficiently, which sometimes impacted the timely delivery of projects and overall team productivity.

Despite these difficulties, it is important to acknowledge [Colleague's Name]'s openness to constructive criticism and [his/her/their] ongoing efforts to develop new skills. [He/She/They] actively sought guidance and demonstrated determination to address areas needing improvement, such as time management and independent problem-solving.

I believe that with continued support and mentorship, [Colleague's Name] has the potential to overcome these challenges and grow professionally. [His/Her/Their] positive relationships with colleagues and capacity for self-reflection are promising qualities that, with further development, could contribute positively in a new setting.

If you require further information or wish to discuss [Colleague's Name]'s qualifications in more detail, please feel free to contact me at [Your Email Address] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]