

[Your Name]  
[Your Position/Title]  
[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's Name], who was employed with [Company Name] as a [Employee's Position] from [Start Date] to [End Date]. During [his/her/their] time with us, [Employee's Name] consistently demonstrated reliability in both attendance and punctuality, and fulfilled the basic responsibilities assigned to [him/her/them].

[Employee's Name] displayed a fundamental competency in performing the core duties of the position. [He/She/They] diligently completed assigned tasks in a timely and acceptable manner and maintained positive, professional interactions with colleagues and supervisors. [He/She/They] also demonstrated the ability to work as a contributing member of a team, showing respect and cooperation within the workplace environment.

While there are areas in which [Employee's Name] could benefit from further development and support, it is worth noting that [he/she/they] has shown a willingness to learn and adapt if given proper guidance. With constructive feedback and mentorship, I believe [Employee's Name] possesses the potential to further enhance [his/her/their] professional skills.

In summary, [Employee's Name] made steady contributions throughout [his/her/their] employment with us, and I believe [he/she/they] would be a dependable presence in a supportive work environment. Please feel free to contact me should you require any additional information.

Sincerely,  
[Your Name]