

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

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to provide a formal reference for [Employee Name], who was employed at [Company/Organization Name] as a [Employee's Position] from [Start Date] to [End Date]. During [his/her/their] tenure with us, [Employee Name] demonstrated several professional skills that contributed positively to our organization.

[Employee Name] exhibited proficiency in [list relevant skills or duties], consistently delivering work of good quality and maintaining productive relationships with colleagues and clients. [He/She/They] showed initiative and adaptability in tackling assignments and was often keen to address challenges constructively.

It is important to note, however, that [Employee Name] faced challenges regarding attendance and punctuality. [He/She/They] was absent on multiple occasions and had difficulty adhering consistently to scheduled work hours. We addressed these concerns with [him/her/them] through documented feedback and support, emphasizing the importance of reliability in the workplace.

While [Employee Name]'s attendance record was an area for improvement, it is worth acknowledging [his/her/their] willingness to accept feedback and strive towards better time management. With continued focus on reliability, I believe [he/she/they] can be a valuable member in a suitable work environment.

If you have any questions or would like further information, please feel free to contact me at [phone number] or [email address].

Sincerely,
[Your Name]
[Your Position]
[Company/Organization Name]