

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a reference for **[Employee Name]**, who worked as a **[Job Title]** in our organization from **[Start Date]** to **[End Date]**.

During their tenure with us, [Employee Name] demonstrated a positive attitude and was always willing to take on new tasks and responsibilities. [He/She/They] showed a willingness to learn and accepted feedback constructively, with an aim to improve their work performance.

While [Employee Name] faced some challenges in consistently meeting the performance expectations for their role, [he/she/they] made genuine efforts to address these areas. [His/Her/Their] ability to work well with peers and contribute to a supportive atmosphere in the team was appreciated.

[Employee Name] is diligent and punctual, and can be relied upon for tasks that require a patient and steady approach. I believe, with further guidance and experience, [he/she/they] has the potential to grow and further develop [his/her/their] skills.

Should you require any additional information, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]
[Your Position]
[Your Company]