

REFERENCE LETTER

To Whom It May Concern:

This letter is to serve as a formal reference for the individual named below. The undersigned confirms having known the person in a professional capacity and provides the following information based on their experience and observations. This reference is provided in good faith and is intended to support the individual in their future endeavors.

Applicant's Details:

Full Name: _____
Date of Birth: _____
Address: _____

Referee's Details:

Full Name: _____
Position / Title: _____
Organisation: _____
Contact Phone/Email: _____

Relationship to Applicant:

Please describe your relationship with the applicant, including the duration and capacity in which you have known the individual. This information is essential to assess the relevance and credibility of this reference.

Assessment and Comments:

Provide an assessment of the applicant's character, skills, work ethic, reliability, and any other relevant qualities. Include specific examples or observations that support your evaluation.

Declaration:

I declare that the information provided in this reference letter is true and accurate to the best of my knowledge. I understand that providing false or misleading information may have legal consequences.

Referee's Signature

Date

Signature: _____

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