

EMPLOYMENT REFERENCE LETTER

To Whom It May Concern,

This letter serves as a formal employment reference for the individual named below. This reference is provided in accordance with UK employment law and is intended to assist the recipient in evaluating the employment history, conduct, and capabilities of the employee.

Employee Details:

Full Name: _____

Job Title: _____

Department: _____

National Insurance Number: _____

Employment Details:

Start Date: _____ End Date (if applicable): _____

Employment Type (e.g., Full-time, Part-time): _____

Reporting Manager: _____

Employment Performance and Conduct:

During their employment, the employee has demonstrated professionalism, competence, and dedication appropriate to their role. They have fulfilled their duties and responsibilities to the standard expected by the organisation and have complied with all relevant policies, procedures, and UK employment legislation.

The employee's conduct has been satisfactory and they have maintained a positive working relationship with colleagues, management, and clients. No disciplinary actions have been taken against the employee that would materially affect this reference.

Reason for Leaving:

Additional Comments:

This reference is given in good faith and to the best of our knowledge. It is provided without prejudice and does not constitute a contract of employment or offer of employment.

AUTHORISING SIGNATORY

EMPLOYER'S OFFICIAL STAMP

Signature: _____

Stamp/Seal: _____

Name: _____

Position: _____

Contact Number: _____

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