

REFERENCE LETTER

To Whom It May Concern,

This letter is to formally confirm that the individual named below has been known to the undersigned and has demonstrated qualities and characteristics suitable for the purposes outlined herein. This reference is provided in good faith and without reservation under the laws applicable within the United Kingdom.

Referee Information:

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

Subject of Reference:

Full Name: _____
Relationship to Referee: _____
Duration Known: _____

Clause 1 – Character and Conduct

The subject has consistently demonstrated integrity, professionalism, and a high standard of ethical conduct in all engagements. This reference is given with the understanding that the subject has maintained lawful and responsible behavior.

Clause 2 – Capabilities and Skills

The subject possesses the necessary skills, qualifications, and competencies relevant to their field, and has shown commitment to continuous personal and professional development.

Clause 3 – Reliability and Trustworthiness

The subject can be relied upon to fulfill obligations and commitments in a timely and efficient manner. Any responsibilities entrusted to them are handled with due diligence and care.

Clause 4 – Confidentiality

All information provided in this reference is confidential and intended solely for the use of the recipient for legitimate purposes. Disclosure to unauthorized parties is prohibited.

Clause 5 – Legal Compliance and Accuracy

This reference letter is prepared and presented in accordance with applicable laws of the United Kingdom. The information contained herein is true and accurate to the best knowledge of the undersigned.

Clause 6 – Limitation of Liability

The undersigned provides this reference without any liability for consequential, incidental, or special damages arising out of its use. The recipient is advised to perform any additional due diligence as necessary.

Clause 7 – Governing Law and Jurisdiction

This reference letter shall be governed by and construed in accordance with the laws of England and Wales. Any disputes arising from or in connection with this document shall be subject to the exclusive jurisdiction of the courts of England and Wales.

REFEREE'S SIGNATURE**RECIPIENT'S SIGNATURE (if required)**

Signature: _____

Signature: _____

For any verification or further information regarding this reference, please contact the undersigned directly.

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