

EMPLOYMENT REFERENCE LETTER

To Whom It May Concern,

This letter is to confirm the employment of the individual named below with our company. The information contained herein is provided in good faith and to the best of our knowledge, and is intended to serve as a reference for the individual's employment history and conduct.

Employee Details:

Full Name: _____
Position / Job Title: _____
Period of Employment: _____
Employment Type (e.g., Full-time, Part-time, Casual): _____

Company Details:

Company Name: _____
Business Address: _____
Contact Number: _____
Email Address: _____

Employment Summary:

The above-named employee has been engaged with our company performing their duties diligently and to a satisfactory standard. Their responsibilities included tasks relevant to their position, and they have demonstrated a professional attitude, punctuality, and compliance with company policies.

Performance and Conduct:

Throughout their tenure, the employee maintained satisfactory performance levels and demonstrated capabilities consistent with the requirements of their role. There have been no known disciplinary actions or breaches of conduct during their employment.

Reason for Leaving:

Disclaimer:

This reference is provided in confidence and is intended solely for the use of the party to whom it is addressed. It does not constitute a contract of employment or guarantee of future employment. The information is accurate to the best of our knowledge and complies with applicable Australian laws and regulations governing employment references.

Authorised Signatory:

Name: _____
Position: _____
Signature: _____

Original source of this document:

<https://templatesdocs-au.com/employment-reference-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://templatesdocs-au.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.