

# REFERENCE LETTER FOR EMPLOYEE

To Whom It May Concern:

This letter is provided at the request of the employee named below and serves as a formal reference regarding their employment with our organisation. The details contained herein are true and accurate to the best of our knowledge and comply with Australian laws governing employment references and privacy.

## Employee Details:

Full Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Employment Period: \_\_\_\_\_

## Referee Details:

Referee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Information: \_\_\_\_\_

## Employment Overview:

The employee has been employed with us and has demonstrated the skills, qualifications, and conduct necessary to perform their assigned duties. Their contributions have been valuable to the organisation, and they have maintained a professional attitude throughout their tenure.

## Key Responsibilities:

- Perform assigned tasks with diligence and adherence to company policies.
- Collaborate effectively within teams and communicate professionally.
- Meet deadlines and deliver quality outputs as required.
- Maintain confidentiality and uphold the organisation's values and standards.

## Performance and Conduct:

Based on our observations and records, the employee has consistently met or exceeded expectations in their role. They have shown reliability, punctuality, and a positive work ethic. There have been no disciplinary actions or concerns raised during their employment.

## Reason for Leaving:

\_\_\_\_\_

## Recommendation:

We confidently recommend this employee for future employment and believe they will be a valuable asset to any

organisation. Should you require further information, please do not hesitate to contact us using the details provided.

**Legal Compliance and Confidentiality Notice:**

This reference letter is provided in accordance with Australian laws and regulations governing employment references and privacy. The information disclosed herein is factual and intended solely for the purpose of assisting the addressee in assessing the employee's suitability for employment. Any unauthorized use, disclosure, or duplication of this document is prohibited and may be unlawful.

**REFEREE'S SIGNATURE**

**EMPLOYEE'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Original source of this document:

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

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.