

Reference Summary for [Candidate's Name]

Date: [Date]

Reference Provided by: [Referee's Name]

Candidate Information

Name: [Candidate's Name]

Position Applied For: [Position Title]

Dates of Employment: [Start Date] to [End Date]

Work Performance

[Summarize the candidate's work performance, key achievements, and contributions during their tenure.]

Skills and Characteristics

[List the candidate's relevant skills, strengths, and positive attributes.]

Areas for Improvement

[Mention any areas where the candidate could improve or develop further.]

Overall Recommendation

[Provide an overall recommendation of the candidate based on their performance and characteristics.]

Contact Information

Email: [Referee's Email]

Phone: [Referee's Phone Number]

Thank you for considering this reference summary. Please feel free to reach out if you require any additional information.

Sincerely,

[Referee's Name]

[Referee's Position]

[Company Name]