

Reference Feedback Summary

Date: [Insert Date]

To Whom It May Concern,

Candidate Information

Name: [Candidate Name]

Position Applied For: [Position]

Reference Provider Information

Name: [Reference Provider Name]

Position/Relationship to Candidate: [Position/Relationship]

Feedback Summary

[Summarize the feedback from the reference provider here, highlighting key strengths, skills, and areas for improvement. Include specific examples if applicable.]

Overall Recommendation

[Provide an overall assessment of the candidate based on the feedback received. Include whether you recommend them for the position or not.]

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]