

## About the Document

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| <b>owner</b>            | HR   |
| <b>access &amp; use</b> | Restricted to Managers & HR  |
| <b>what it is</b>       | <p>A series of scripts for an employee reference letter.</p> <p>Provided only upon request from an employee who is leaving – or has left – the Company, as a testimony of their skills, qualifications, and experience.</p> <p>Includes scripts for the following types of references:</p> <ul style="list-style-type: none"> <li>◆ Letter to confirm the facts</li> <li>◆ Letter to recommend an excellent laid off employee</li> <li>◆ Letter to recommend an excellent former employee</li> <li>◆ Letter to recommend an average performer</li> </ul> |
| <b>who uses it</b>      | HR or the employee's former Manager modifies the letter for the employee for whom a reference has been requested.  |

## Working with the Scripts

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ If required, you can copy and paste to add additional sections to the scripts. The scripts provided are examples only. Modify or combine them as needed.

## Instructions

1. Save a copy of this letter template. Include the employee's name in the file name.
2. Select the appropriate sample letter script and modify it for the employee.
3. Complete the letter:
  - a. Delete the content that is not needed – these instructions, the remaining sample scripts and headings, and the table of contents.
  - b. Insert the appropriate Company letterhead and footer components.

This template is included in the ConnectsUs HR™ Toolkits.



### Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

#### Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

#### Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



### Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

## Example A: To Confirm the Facts

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*This example simply confirms the basic facts about the individual's employment with the Company: employment dates, salary, title, and 3 key responsibilities.*

*This format is used if the Company policy is to not provide a detailed reference letter, or if the former employee was terminated or was not a good performer.*

DD/MM/YYYY

To Whom It May Concern:

This letter is to confirm that former employee Full Name was employed as Position Title at CUSTOMIZER: Company Name from Start Date to End Date.

While working at CUSTOMIZER: Company Name, former employee First Name's main responsibilities were:

- ♦ Responsibility 1
- ♦ Responsibility 2
- ♦ Responsibility 3

Former employee Full Name's salary at the time he/she left CUSTOMIZER: Company Name was Example: \$60,000.

Sincerely,

Name, Title

CUSTOMIZER: Insert formal Company Name

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## Example C: To Recommend an Excellent Former Employee

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*This example recommends a former employee who performed very well. This format should highlight the employee's strengths, and include an example of a project that was particularly well-executed.*

DD/MM/YYYY

To Whom It May Concern:

My name is Full Name. I am Position Title at CUSTOMIZER: Company Name, and have been working in the XXX sector/industry/field for over XX years.

When former employee Full Name contacted me to request a letter of recommendation, I had no reservations whatsoever. In fact, I am delighted to do so.

Former employee First Name worked for me at CUSTOMIZER: Company Name between Start Date to End Date. During this period, he/she consistently demonstrated outstanding abilities in his/her capacity as Position Title.

Former employee First Name has an exceptional work ethic and can always be counted on to deliver.

He/She is dependable, honest, energetic, flexible, and creative, and thrives in a fast-paced environment. Former employee First Name was well-liked by everyone at CUSTOMIZER: Company Name. Her upbeat personality makes her a pleasure to be around.

Although former employee First Name excelled in every task assigned to her, one in particular stands out in my mind. Insert details of a project/task that the employee was responsible for or in which he/she played a key role. Over a XXX day/week/month period, former employee First Name was able to insert details of positive results/outcome. The success of this project/initiative was a direct result of former employee First Name's contribution/diligence/creative thinking/dedication.

I can state in all sincerity that I would hire former employee First Name without hesitation. Unfortunately, CUSTOMIZER: Company Name cannot offer the career advancement opportunities that someone with former employee First Name's abilities deserves.

I would have no reservations in recommending former employee First Name to any company, and am confident that he/she would very quickly prove to be a valuable contributor.

If you have further questions about former employee First Name, please feel free to contact me.

Sincerely,

Name, Title

CUSTOMIZER: Company Name

Tel: xxx-xxx-xxxx

name@companyemail.com

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