

LETTER OF REFERENCE – DEPARTING EMPLOYEE

Date

Name

Address

SUBURB State Postcode

TO WHOM IT MAY CONCERN

We have worked with [NAME] for over [REDACTED]

Let me outline some of the reasons why we recommend [HIM/HER] for employment with your company:

- _____
- _____
- _____
- _____

In short, it has been a d [REDACTED]

Yours truly,

[Company Contact]

[Company Title]

[Company Phone]

[Company Email]

When using this template please seek advice from Business Savvy to ensure you comply with the requirements of the *Fair Work Act 2009 (Cth)*.*

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*Additional fees may apply based on your Subscription Level.

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