

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Employment Reference Letter – Unfavorable

Dear :

I am writing in reference of {Name}. I have known {Name} for years. In our mutual employment, I have worked with {Name} as a co-worker and as a supervisor. I have been requested to write an employment reference for {Name}.

{Name} is mediocre employee. Her work effort and enthusiasm has always been less than average. She has a tendency to arrive late for work and always has a need to leave early. I know that we all have emergencies, however, this behavior constitutes over 70% of her work performance. Either she is late with assignments or she requires an extension of time. She is also irresponsible. She has lost files and is regularly late concerning meetings. I cannot recommend {Name} for the mentioned position.

If you have any questions or comments, please do not hesitate to contact me regarding this reference.

Sincerely,

N A M E