

LETTER OF RECOMMENDATION

Ref: _____

To Whom It May Concern,

I am pleased to write this letter of recommendation on behalf of the individual named below. During the period of our professional association, I have had the opportunity to observe their skills, work ethic, and character. I am confident that they will be a valuable asset to any organization or endeavor.

Candidate Information:

Full Name: _____

Position/Title: _____

Organisation/Company: _____

Recommender Information:

Full Name: _____

Position/Title: _____

Organisation/Company: _____

Contact Phone/Email: _____

1. Relationship and Duration

I have known the Candidate in a professional capacity for a significant period and have directly supervised or worked closely alongside them.

2. Skills and Competencies

The Candidate has demonstrated exceptional skills, including but not limited to leadership, communication, problem-solving, and technical expertise relevant to their field.

3. Work Ethic and Integrity

The Candidate consistently exhibits a strong work ethic, reliability, and integrity in all undertakings, adhering strictly to high ethical and professional standards.

4. Achievements

Throughout our association, the Candidate has made significant contributions and achieved commendable results, consistently exceeding expectations.

5. Suitability

Based on my observations and experience, I highly recommend the Candidate for any role or opportunity they choose to pursue, confident in their ability to succeed.

6. Confidentiality and Compliance

This recommendation is provided in confidence and in accordance with applicable Australian laws and regulations. The information herein is true and accurate to the best of my knowledge.

7. Disclaimer

This letter is provided without any warranty or guarantee of the Candidate's future performance, and it does not create any contractual obligation between the Recommender and any third party.

8. Governing Law

This letter of recommendation shall be governed by and construed in accordance with the laws of Australia, and any disputes arising hereunder shall be subject to the exclusive jurisdiction of Australian courts.

RECOMMENDER'S SIGNATURE

Signature: _____

Printed Name: _____

Date: _____

CANDIDATE'S ACKNOWLEDGEMENT

Signature: _____

Printed Name: _____

Date: _____

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