

REFERENCE LETTER

To Whom It May Concern:

This letter is provided as a formal reference for the individual named below. The undersigned confirms that the information contained herein is accurate and reflects the individual's experience, character, and qualifications to the best of their knowledge.

Referee Information:

Full Name: _____
Position / Title: _____
Organisation: _____
Contact Phone / Email: _____

Candidate Information:

Full Name: _____
Relationship to Referee: _____
Period Known: _____

Reference Details:

I hereby confirm that I have known the above-named individual for the stated period and have found them to be of good character, reliable, and competent in their professional and personal conduct. The individual has demonstrated skills, knowledge, and attributes that would make them a valuable asset in their future endeavours. This reference is provided without reservation and is intended to assist the recipient in their assessment of the candidate. Please note that this letter is provided in accordance with applicable laws and standards governing personal data and privacy in Australia.

Disclaimer:

This reference letter is provided solely for the use of the intended recipient and cannot be disclosed to third parties without the prior written consent of the undersigned. The undersigned accepts no liability for any loss or damage arising from the use of this document by any party other than the named recipient.

Signature: _____

Name: _____
Position / Title: _____

REFEREE SIGNATURE

DATE

Signature: _____

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