

[Your Name]  
[Your Title]  
[Company Name]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]

Subject: Professional Reference for [Candidate Name]

Dear [Recipient Name],

I am writing in response to your request for a professional reference regarding [Candidate Name], who was employed at [Company Name] from [Start Date] to [End Date] as a [Job Title].

During their tenure, [Candidate Name]'s performance did not consistently meet the requirements of the role. Specifically, there were ongoing concerns regarding [mention specific area, e.g., punctuality, quality of work, or professional conduct]. Despite feedback and opportunities for improvement, these issues remained unresolved at the time of their departure.

Consequently, [Candidate Name] is not eligible for rehire at our organization. We recommend that you carefully evaluate their qualifications and conduct further background checks to ensure they align with your company's expectations.

Please feel free to contact me if you require further clarification regarding this matter.

Sincerely,

[Signature]  
[Your Printed Name]