

Preliminary Employment Reference Letter (Provisional)

Subject: Provisional Employment Reference for [Employee Name]

Dear [Recipient's Name],

This is to provide a preliminary reference for [Employee Name], who has requested this letter while still employed with [Company Name]. They have been with us since [Start Date] and continue to serve as [Job Title].

To date, their performance has been satisfactory, showing consistent progress in areas such as [key skills]. Their reliability, adaptability, and strong work ethic have been evident in their role.

Please note that this is a provisional reference as [Employee Name] remains in our employment, and a final reference can be provided once their tenure concludes.

Regards,

[Your Name]

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