Demo Daten GmbH

Genslerstraße 84

13359 Berlin

{{first\_name}} {{last\_name}}

{{Street and house number}}

{{Postcode}} {{City}}

{{location (letter\_heading)}}, {{document\_date|F j, Y}}

**Reference for {{first\_name}} {{last\_name}}**

{{first\_name}} {{last\_name}}, born on {{Birthday}} in {{Place of birth}}, was employed by our company as {{position}} from {{hire\_date}} to {{termination\_date}}.

{{first\_name}}’s tasks included the following:

[[Tasks

[One task: {{Task 1}}]

[Two tasks: {{Task 1}} {{Task 2}}]

[Three tasks: {{Task 1}} {{Task 2}} {{Task 3}}]

[Four tasks: {{Task 1}} {{Task 2}} {{Task 3}} {{Task 4}}]

[Five tasks: {{Task 1}} {{Task 2}} {{Task 3}} {{Task 4}} {{Task 5}}]

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[[**Performance Evaluation**

[**Excellent**: {{first\_name}} consistently performed the above tasks autonomously to our fullest satisfaction. We appreciated {{first\_name}} as a highly valuable member of our team.]

[**Good**: {{first\_name}} performed the above tasks autonomously to our fullest satisfaction. We appreciated {{first\_name}} as a highly valuable member of our team.]

[**Satisfactory**: {{first\_name}} performed the above tasks autonomously to our full satisfaction. We appreciated {{first\_name}} as a highly valuable member of our team.]

[**Adequate**: {{first\_name}} performed the above tasks autonomously to our satisfaction.]

[**Poor**: {{first\_name}} generally performed the above tasks to our satisfaction.]

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[[**Evaluation of expertise**

[**Excellent**: {{first\_name}} has extensive experience and sound specialist knowledge. ||He|She|They|They|| demonstrated comprehensive, in-depth knowledge and understanding of ||his|her|their|their|| field at all times, frequently contributed fresh ideas and found optimal solutions.]

[**Good**: {{first\_name}} has extensive experience. ||He|She|They|They|| demonstrated comprehensive, above-average knowledge and understanding of ||his|her|their|their|| field, found good solutions and contributed new ideas.]

[**Satisfactory**: {{first\_name}} demonstrated comprehensive knowledge and understanding of ||his|her|their|their|| field and found workable solutions.]

[**Adequate**: {{first\_name}}’s knowledge and understanding of ||his|her|their|their|| field met our requirements.]

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[[**Evaluation of conduct**

[**Excellent**: {{first\_name}}’s helpful, friendly manner was highly appreciated by ||his|her|their|their|| supervisors, colleagues and clients. {{first\_name}}’s conduct was exemplary at all times.]

[**Good**: {{first\_name}}’s helpful, friendly manner was highly appreciated by ||his|her|their|their|| supervisors, colleagues and clients. {{first\_name}}’s conduct was impeccable.]

[**Satisfactory**: {{first\_name}}’s courteous manner was appreciated by ||his|her|their|their|| supervisors, colleagues and clients. {{first\_name}}’s conduct was impeccable.]

[**Adequate**: {{first\_name}}’s conduct in relation to ||his|her|their|their|| team members was cooperative, and ||his|her|their|their|| conduct in relation to ||his|her|their|their|| supervisors overall gave no cause for complaint.]

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{{first\_name}} {{last\_name}} is leaving our company of ||his|her|their|their|| own accord. We regret ||his|her|their|their|| decision very much and would like to thank {{first\_name}} for ||his|her|their|their|| excellent, long-standing contribution. We wish {{first\_name}} every success and all the best for ||his|her|their|their|| future, both professionally and personally.

Berlin, {{document\_date|F j, Y}}

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{{supervisor\_first\_name}} {{supervisor\_last\_name}}  
{{supervisor\_position}}