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}}, worked at Demo Daten GmbH in the position of {{position}} in the {{department}} department from {{hire\_date}} to {{termination\_date}}.

{{first\_name}}’s key responsibilities included:

* {{Task 1}}
* {{Task 2}}
* {{Task 3}}
* {{Task 4}}

[[Evaluation of expertise:

[**Excellent**: {{first\_name}} has outstanding and comprehensive specialist knowledge that ||he|she|they|they|| used extremely effectively and successfully, even when faced with difficult tasks. {{first\_name}}’s excellent powers of comprehension enabled ||him|her|them|them|| to quickly grasp new work situations and problems.]

[**Good**: {{first\_name}} has good specialist knowledge that ||he|she|they|they|| used effectively and successfully, even when faced with difficult tasks. {{first\_name}}’s good powers of comprehension enabled ||him|her|them|them|| to quickly grasp new work situations and problems.]

[**Average**: {{first\_name}} has sound specialist knowledge that ||he|she|they|they|| for the most part used effectively when faced with difficult tasks. {{first\_name}}’s powers of comprehension enabled ||him|her|them|them|| to grasp new work situations correctly most of the time.]

[**Poor**: {{first\_name}} demonstrated the requisite specialist knowledge in dealing with ||his|her|their|their|| assigned tasks and repeatedly used it in a promising way.]

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[[Evaluation of conduct:

[**Excellent**: {{first\_name}}’s conduct toward supervisors and colleagues was always exemplary.]

[**Average**: {{first\_name}}’s conduct toward supervisors and colleagues was impeccable.]

[**Poor**: {{first\_name}}’s conduct toward supervisors and colleagues was acceptable.]

]]

{{Personalized text block}}

We thank {{first\_name}} for all ||his|her|their|their|| support and wish ||him|her|them|them|| all the best for the future.

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

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