

Sample Reference Letter:  
Tepid Reference

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December 11, 20XX

Mary Mediocre  
Suite 100, Typical Office  
12345 Downtown Street  
Edmonton, AB T6K 8N1

This is a mediocre letter since it says, *Tom showed up and his team did an average job. He can keep a seat warm.* Tom is a “tepid” not stellar employee.

To whom it may concern,

I confirm that Tom Terrific was employed as an Inside Sales Rep with Typical Office from September 8, 20XX to January 19, 20XX.

Tom readily fulfilled his responsibilities of making sales calls, following up on orders and participating in sales meetings. He learned about new products quickly. Tom’s sales team has met their sales quotas for the past two years.

Tom was a team player and easily got along with the other people in the office. He also held an acceptable attendance record.

I would recommend Tom Terrific to whichever position he might be applying for. If you need further information you can contact me at [mary.mediocre@typicaloffice.ca](mailto:mary.mediocre@typicaloffice.ca).

Sincerely,

Mary Mediocre