

Letter Example “Letter giving unfavorable reference.” Complete Application for all classes.

The Manager,
Lal Paper Industry,
Yamuna Nagar.
November 29, 20....

To

M/s O.K. Traders,
The Mall,
Shimla.

Dear Sirs,

We have received your letter No.1/3 dated 22nd November, 20.... asking our opinion about Mr. P.C. Garg. Without any malice towards him, we are forced to say that his work and conduct have been far from satisfactory. He is not tactful and does not possess the personality required for a P.R.O.

We may also print out that he is extremely short-tempered and is an expert in creating enemies. Even though good at heart and honest to the core, he does not possess the qualities essential for the manager of a sales house like yours.

As the work in your office requires more public dealing, we do not think that Mr. Garg is the right person for that job.

We hope that you will treat this letter as strictly private and confidential.

Yours truly,

For Lal Paper Industry,

V.K. Singla.

Manager (Personnel).