[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REFUSAL OF REQUEST FOR LETTER OF RECOMMENDATION**

Dear [CONTACT NAME],

Unfortunately, your request for a letter of recommendation from our company cannot be granted. While the work that you have performed for us has always been satisfactory, we do not feel that it would be fair to either you or our company to evaluate your capabilities based on a [NUMBER] month term of employment.

OR

Unfortunately, your request for a letter of recommendation from our company cannot be granted. While the work that you have performed for us has always been satisfactory, we do not feel that it would be fair to either you or our company to proffer such a letter based on the work you have performed and in light of several differences we have encountered.

If any inquiries are made of us, we will reply most favourably. We wish you the best of luck in your future endeavours.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

This email is intended only for the person to whom it is addressed and/or otherwise authorised personnel. The information contained herein and attached is confidential and the property of [SENDER]. If you are not the intended recipient, please be advised that viewing this message and any attachments, as well as copying, forwarding, printing, and disseminating any information related to this email is prohibited, and that you should not take any action based on the content of this email and/or its attachments. If you received this message in error, please contact the sender and destroy all copies of this email and any attachment. Please note that the views and opinions expressed herein are solely those of the author and do not necessarily reflect those of the company. While antivirus protection tools have been employed, you should check this email and attachments for the presence of viruses. No warranties or assurances are made *in re*lation to the safety and content of this email and attachments. [SENDER] accepts no liability for any damage caused by any virus transmitted by or contained in this email and attachments. No liability is accepted for any consequences arising from this email.