To Whom it May Concern:
Tom Austin and Ying Zhang have demonstrated decent programming ability. They should do OK in any programming position, provided that the work is not too complex, and that the position does not require any independent thought or initiative.
However, I think they like to steal office supplies, so I would keep a close eye on them. Also, their basic hygiene is somewhat lacking so I would recommend that you have them telecommute.

Sincerely,

Mark Stamp