

Contact Name

Address

Date

Private and Confidential

Dear ,

Re.

I/We would be grateful if you could kindly provide us with a reference on the person named above who has applied to us for the position of .

Please confirm whether was employed by you as a between and , and in addition comment on his/her competence, reliability and work record.

Furthermore, please provide us with the reason(s) he/she left your employment.

All information you provide will be treated with the utmost confidence.

A stamp-addressed envelope is enclosed.

Yours sincerely

Name

Title