

Name

Date

Title

Company Name

Address

Private and Confidential

Dear

Re.

In reply to your letter dated
the above named, we/I can confirm the following:

requesting a reference in respect of

between _____ was employed by us as a _____ and _____ .

We/I consider _____ carried out his/her
work competently and satisfactorily.

_____ left our employment due to _____ .

This reference is provided to you on the basis that we accept no liability and that you must rely on your own judgement in respect of your prospective employment of the above named. We trust that all information is treated in the strictest confidence.

Yours sincerely

Name

Title