

Dear XXXX

Re: (Applicant name)

The above-named is being considered for the post of (post title) and has indicated that you would be willing to provide a reference. I should therefore be most grateful if you would confirm for me:-

(Applicant name)'s title and service dates at your organisation

(Applicant name)'s employment relationship to you as a referee

(Applicant name)'s sickness/absence record over the last 24 months

(Applicant name)'s reason(s) for leaving your employ (where applicable)

I am attaching a job description and person specification for the post of (post title). I would be grateful if you would comment on the above name's suitability for the post, and provide any other relevant information.

Any information you can give will be treated in the strictest confidence.

May I take this opportunity of thanking you in advance for any help you are able to give; your prompt reply would be most appreciated.

Yours sincerely,



Example provided by:
Future Prospects
Newark Beacon Innovation Centre
Cafferata Way, Beacon Hill
Newark, Nottinghamshire, NG24 2TN
0843 289 6221