**Private and Confidential**

<Insert Full Name>

<Insert Address>

<Date>

Dear <Name>,

**Re: Reference Request - <Candidate Name>**

<Candidate name> has recently applied for the position of <insert job title> at <Insert Company Name> and has given us permission to write to you for a reference.

We would be grateful if you would assist us in assessing <insert name>’s suitability for the above position by kindly providing the following details and responding at your earliest convenience.

Please outline and confirm:

* their start and end dates of employment;
* their position and main job responsibilities;
* the reasons for leaving your employment;
* whether you would be willing to re-employ them and, if not, why?;
* their skills, achievements and attributes in the following areas: <insert specific questions based on the person specification for the role>;
* any other details or comments you feel are applicable to this application.

We thank you in anticipation of your assistance. Please send your responses to the following secure inbox: <insert email address>.

Yours sincerely,

**<Insert name>**

<Insert job title>