[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***}

Re. [***Name of employee***]

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 [***insert job title***].

Please confirm whether [***Name of employee***] was employed by you as a [***insert job title***] between [***insert date***] and [***insert date***], 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.

May I take this opportunity of thanking you in advance for any help you are able to give.

[A stamp-addressed envelope is enclosed for your convenience.]

Yours sincerely

[***Insert Name and Job Title***]

[***Insert contact details of referee***]

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