DATE

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REQUEST FOR EMPLOYMENT REFERENCE**

Dear [CONTACT NAME],

We have received an application for employment from [NAME], seeking a position within our company in the capacity of [POSITION]. We understand the applicant was previously under your employ.

Accordingly, we would appreciate it if you could provide us with a reference on the individual, including confirmation of the dates of employment, work performance whilst they were employed by you and the reason(s) for their termination.

Please advise whether your reference should be held confidential.

Thank you for your anticipated cooperation.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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