[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REQUEST FOR REFERENCE FOR [NAME]**

Dear [CONTACT NAME],

The above-named individual has applied for a position with our company. [HE/SHE] has indicated that they were previously employed at your company. We would really appreciate it if you could please assist us in evaluating the applicant by supplying the information requested below.

We thank you for your time and cooperation.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

Please indicate Department:

Position within your company:

Employed From to \_\_\_\_

Final Salary R Social Insurance Number

Please rate the applicant, (good/fair/poor), on the basis of his employment with you:

Ability Conduct Attitude

Efficiency Attendance Punctuality

What was the reason for termination?

Would you re-hire the applicant? . If not, give reason:

Signature and Title