

[Your name]
[Employer name and address]

PRIVATE & CONFIDENTIAL
To be opened by addressee only

[Today's date]

[Name of person requesting reference]
[Address of person requesting reference]

Dear [Referee's name]

RE: [Applicant's name]

The person named above has applied for the position of [job title]. They have given your name as a referee.

I would be grateful if you could fill in the following details, so I can assess whether the applicant is suitable for this position:

- Position held at your organisation:
- Dates of employment:
- Your relationship to the applicant:
- Main duties held:
- Salary:
- Sickness or absence record – do not include absences related to disability or to parental rights, for example maternity leave:
- Any current, relevant disciplinary records:
- Reason for leaving job:
- Comment on character, strengths and weaknesses:

Please also include any other relevant additional comments you have about the employee. To return the reference, please reply to this email address.

Thank you for taking the time to reply. The information you provide will be kept strictly confidential.

Yours sincerely
[Your name]