

[Print on Employer's letterhead or insert address]

<<Addressee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<< Date>>

Dear Sir/Madam,

Employer reference for <<name of

I have received your request dated <<date>> for <<name of proposed tenant>>. I understand that <<name of proposed tenant>> wishes to rent a residential property from you.

<<Name of proposed tenant>> has been employed by <<name of organisation>> for <<length of time>>. He/she is based at our premises at <<address>>. His/her current role is <<describe role>>. <<Name of proposed tenant>>'s current monthly take home pay is £<<insert amount>>.

I am providing this reference in my capacity as <<position>>, e.g. line manager, HR manager, director>>. I confirm that I am authorised to provide this reference on behalf of <<name of organisation>>.

This reference is given without liability and is for information only. It is not intended to grant a tenancy to <<name of proposed tenant>> and is to be kept confidential.

Yours faithfully,

<<Insert name and position>>

On behalf of <<name of organisation>>