

[Print on one side or insert Address]

<<Contact Name>>
<<Title>>
<<Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Initial

Dear << >>,

Re. <<Prospective Employee>>

<<Name of Prospective Employee>> has given your name as a referee for the position of <<job title>> and <<job title>> post is enclosed.

I would be grateful if you could confirm whether <<Prospective Employee>> was employed by you as a <<job title>> from <<start date>> to <<employment end date>> and comment on their suitability for <<job title>> with our company.

Please also state whether you found <<Prospective Employee>> to be honest and trustworthy and provide details of any disciplinary record.

All information you provide will be held in confidence. A signed consent form from <<Prospective Employee>> in confidence is enclosed/attached.

[A prepaid envelope is enclosed for your reply]

Thank you for your assistance.

Yours sincerely

<<Name>>
<<Title>>

[Enc. stamped addressed envelope]