

Private and Confidential

<<Contact Name>>

<<Title>>

<<Company Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Re. Full Name of Person

In reply to your letter dated << >> requesting a reference in respect of the above named, we can confirm the following:

<<Name of former Employee>> was employed by us as a <<job title>> between <<employment start date>> and <<employment end date>>.

We consider <<Name of Former Employee>> carried out his/her work competently and satisfactorily.

<<Name of former Employee>> left our employment due to << >>.

This reference is provided to you on the basis that we accept no liability and that you must rely on your own judgment in respect of your prospective employment of the above named. We trust that all information is treated in the strictest confidence.

Yours sincerely

<<Name>>

<<Title>>