

REFERENCE REQUEST SAMPLE

The details that you ask will depend on the type of position and level of seniority. This sample letter outlines the main areas that you may want to find out about. You can however tailor your letter and follow up the written reference request with a telephone call. Some organisations will respond to this and others will only give you the bare facts about the referee. It will depend on their internal policy for giving out references.

Company name

Address

Date

Dear **(Name of referee)**

Ref: (Name of Applicant) – application for the post of (Job Title)

I would be very grateful if you could provide a reference for **(Name of Applicant)**, who has applied for the above post at **(Name of Organisation)**.

I am enclosing a copy of the job description and the person specification for the post, and would really appreciate your views on **(Name of applicant)**'s suitability for this position. Please indicate your knowledge of his/her qualifications and ability to carry out the duties specified in the job description and how you feel he/she would meet the requirements as stated on the person specification. **(Instead you may wish to give a brief description of the post and key skills required for the job role and ask the referee to comment on their suitability.)**

(Name of Applicant) states that he/she is currently employed by **(You / Name of Organisation)** as a **(Job Title)** with responsibility for **(insert as appropriate)** during their employment with you. They have also gained experience **(insert as appropriate)**. I would be grateful if you could let me know whether those statements are accurate along with details of **(Name of Applicant)**'s current salary.

Please broadly outline details of any absences from work over the last two years and confirm if the applicant's time keeping has been acceptable or not.

Please confirm whether or not **(name)**'s performance of their duties whilst in your employment has been satisfactory.

Finally, please detail how long you have known **(Name)** and in what capacity.

I would be grateful if you could let me have a reply by **(Date)**. **(Can scan and email signed reference or send)**.

Thank you very much for your time,

Yours sincerely

Name and job title of person authorised to send out reference requests