

Request For Reference

Date:

Dear Sirs:

We have received an application for employment from, respecting a position with our firm in the capacity of_____. We understand the applicant was previously employed by your firm. We would appreciate receiving a reference in respect of this individual confirming the dates of employment with you, performance evaluation and reasons for termination. Please advise whether your reference should be held confidential from either the applicant or others. Thank you for your assistance and cooperation.

Yours very truly,
