

Employee Reference Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your assistance in providing a reference for me as I apply for a new job opportunity at [Company Name].

During my time at [Your Company Name], I have greatly appreciated your guidance and support. I believe that your perspective on my skills and work ethic would be invaluable in helping me secure this position.

The role I am applying for is [Job Title], and I feel that my experience in [specific skills or projects] aligns well with the requirements of the job.

If you agree to be my reference, the potential employer may contact you at [your contact details or preferred contact method]. I would be happy to provide any additional information you may need to assist you in this process.

Thank you very much for considering my request. I truly appreciate your help and support.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]