

Request for Employment Reference

Date: _____

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for [Former Employee's Name], who was employed with us from [Start Date] to [End Date] as a [Former Employee's Job Title].

[Former Employee's Name] has applied for a new position, and a reference from you would provide valuable insight into their skills and work ethic. Your perspective would be greatly appreciated.

If you are willing to assist, please let me know if you would prefer to provide feedback via email or over the phone. I can be reached at [Your Phone Number] or [Your Email].

Thank you for considering this request. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]