

Work Reference Check for [Candidate's Name]

Date: [Date]

To Whom It May Concern,

I am writing to request a reference for [Candidate's Name], who has applied for the position of [Job Title] at [Company Name]. [Candidate's Name] has listed you as a reference, and we would greatly appreciate your input.

Please provide your insights on the following areas:

- Work performance and reliability
- Skills and qualifications related to the position
- Teamwork and communication abilities
- Any other feedback that may assist us in our evaluation

Thank you for your time and assistance. Your feedback is invaluable in our hiring process.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]