

Job History Reference Check

Date: [Insert Date]

[Reference Name]

[Reference Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Reference Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference for [Candidate's Name], who has applied for a position with us at [Your Company Name]. [Candidate's Name] has indicated that you were their [relationship, e.g., supervisor, colleague] during their time at [Previous Company Name].

We are particularly interested in [specific aspects to inquire about, e.g., work ethic, skills, performance, etc.]. Your insights will be invaluable in helping us assess their suitability for the role.

If you could take a moment to respond to this inquiry by [insert deadline], it would be greatly appreciated. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]