

Employment History Reference Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference regarding my employment history at [Company Name] from [Start Date] to [End Date]. As I am currently seeking new opportunities, a reference from you would be invaluable to my job search.

During my time at [Company Name], I was responsible for [briefly describe your roles and responsibilities]. I believe that my experience and skills in [mention relevant skills or areas] would be beneficial for potential employers.

If you require any further information or specific details, please do not hesitate to ask. I appreciate your support in this matter and thank you for considering my request.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]