

Reference Verification Response

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for reaching out for a reference verification regarding [Candidate's Name]. I am happy to provide the following information based on my experience working with them.

[Candidate's Name] worked with us as a [Candidate's Position] from [Start Date] to [End Date]. During this time, I was [his/her/their] [Supervisor/Manager/Colleague], and I had the opportunity to observe [his/her/their] professional skills and work ethic closely.

[Candidate's Name] demonstrated exceptional skills in [specific skills related to the job] and consistently delivered high-quality work. [He/She/They] is known for being [character traits or attributes], which made [him/her/them] a valued member of our team.

Overall, I highly recommend [Candidate's Name] for [position they are applying for] and believe [he/she/they] will be a great asset to your team.

If you need any further information or specifics, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company]