

Reference Confirmation for Employment Offer

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm that [Candidate's Name] has applied for a position at [Company Name] as a [Job Title]. We have completed our reference checks and would like to verify the following details:

- **Candidate's Name:** [Candidate's Full Name]
- **Previous Employer:** [Previous Employer's Name]
- **Position Held:** [Previous Job Title]
- **Duration of Employment:** [Start Date] to [End Date]
- **Reference Provided By:** [Reference Person's Name and Title]

We appreciate your assistance in confirming this employment reference and look forward to your prompt response.

Thank you,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]