[Your name]

[Employer name and address]

[Today’s date]

Dear [Referee’s name]

RE: [Applicant’s name]

The person named above has applied for the position of [job title]. They have given your name as a referee.

I would be grateful if you could fill in the following details, so I can assess whether the applicant is suitable for this position:

[Use either option A, B or C.]

[Option A: basic work reference]

* Position held at your organisation:
* Dates of employment:

[Option B: detailed work reference]

* Position held at your organisation:
* Dates of employment:
* Main duties held:
* Salary:
* Sickness or absence record – do not include absences related to disability or to parental rights, for example maternity leave:
* Any current, relevant disciplinary records:
* Reason for leaving job:

[Option C: character reference]

* Your relationship to the applicant:
* How long you’ve known them:
* Comment on character and strengths:
* Suitability for the new role:

Please also include any other relevant additional comments you have about the employee. To return the reference, please [reply to this email address / use the enclosed stamped addressed envelope].

Thank you for taking the time to reply. The information you provide will be kept strictly confidential.

Yours sincerely

[Your name]