

[Print on one side or insert Address]

<<Contact Name>>
<<Title>>
<<Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Initial

Dear << >>,

Re. Full name of the reference

In reply to your letter dated << >> in respect of the above named,
we/I can confirm the following:

<<Name of Prospective Employee>> as a <<job description>> between
<<employment start date>> and << >>.

We/I consider <<Name of Prospective Employee>> did out his/her work competently
and satisfactorily.

<<Name of Prospective Employee>> due to << >>.

This reference is provided to you on the basis that you accept no liability and that you must
rely on your own judgement in respect of the employment of the above named.
We trust that all information is treated as confidential.

Yours sincerely

<<Name>>
<<Title>>