[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***}

Re [***Name of employee***]

In reply to your letter dated [***insert date***] requesting a reference in respect of the above named, we/I can confirm the following:

[***Name of employee***] was employed by us as a [***insert job description***] between [***insert date***] and [***insert date***].

We/I consider [***Name of employee***] carried out his/her work competently and satisfactorily.

[***Name of employee***] left our employment due to [***insert reasons***].

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

Yours sincerely

[***Insert name and job title***]

[***Insert name and address***]

**This document is for general information purposes only. While we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, or suitability with respect to the content of this document.**

**In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from the use of the documents.**