[***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***]

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