[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Employment Reference

Reply to a reference request

Date: [date]

About the reference

Subject (former employee)	[Full name]
Request received from	[Requesting company / contact]
Consent confirmed	[Yes - written consent seen / No - declined to provide]

Employment details

Job title(s)	[Title(s)]
Employment dates	[Start date] to [End date]
Department	[Department]
Reason for leaving	[Resignation / redundancy / end of contract / dismissal]

Reference

[Factual, fair and accurate comments. Stick to what you know first-hand. Avoid opinions you cannot evidence.]

Rehire

Would you rehire this person? [Yes / No / Prefer not to say]

Important: keep references truthful, fair and non-discriminatory. When in doubt, provide a basic factual reference (dates, title, duties) rather than detailed commentary.

Sign-off

Referee name	Referee signature	Date

[Company name]

Referee job title: [title] · Contact: [phone/email]