

Formal Reference Request

Subject: Reference Check Request for [Candidate Name]

Dear [Reference Name],

I am writing to request a professional reference for [Candidate Name], who has applied for the position of [Position Title] at [Company Name]. [Candidate Name] listed you as a reference and indicated that you supervised their work at [Previous Company] from [Date] to [Date].

We would appreciate your insights regarding [his/her/their] work performance, reliability, strengths, and areas for development. Specifically, we are interested in learning about:

- Quality of work and technical skills
- Ability to work in a team environment
- Communication and interpersonal skills
- Dependability and attendance
- Eligibility for rehire

Your feedback will remain confidential and will be used solely for employment screening purposes.

Please respond by [Date] if possible.

You may reach me at [Phone] or reply to this email. Thank you for your time and assistance.

Sincerely,

[Name]

[Title]

[Company Name]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/human-resources-recruitment-policy-sample-template>