

Professional Employment Reference Request Email

Subject: Reference Request for Job Application

Dear [Supervisor/Manager Name],

I hope this message finds you well. I am currently exploring new career opportunities and would be honored to have you serve as a professional reference.

The position I'm applying for is [job title] at [company name], which aligns well with the experience I gained while working under your supervision at [previous company]. The role requires [relevant skills/experience], areas where I believe you can speak to my capabilities.

Would you be comfortable providing a reference that addresses my work performance, reliability, teamwork abilities, and professional growth during my tenure? I can provide you with the job description and my updated resume to help you tailor your reference.

The potential employer may contact you within the next [timeframe]. If this timing doesn't work or if you're unable to provide a reference, I completely understand.

Thank you for considering this request and for the mentorship you provided during our time working together.

Best regards,

[Your Name]

[Phone Number]

[Email Address]

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