

Reference request template

Your Name
Your Address (c/o address if you are using one)

Date

Name of referee

Address of referee

Dear (Referee's name)

(Employee's name)

The above named has applied for a position of personal assistant and has given your name as a referee.

I would be grateful if you would be kind enough to answer the following questions, along with any relevant additional comments that you may care to offer and return in the enclosed stamped addressed envelope.

- Has this person experience relating to the enclosed job description within their current role with you?
- How reliable has this person been whilst working for you?
- What periods of sick leave/absence has this person had and what were the reasons?

May I take this opportunity to thank you for your co-operation and assure you that this information will be treated in the strictest confidence.

Yours sincerely

(Your name)

* Use the return address you used for applications, not your own address.

* You can only ask for references once a conditional job offer has been made.