Dear ]REFEREE NAME],

**REF: Employment Reference Request for [CANDIDATE NAME]**

The above named candidate has been offered a post within [PRACTICE NAME].

The candidate has named you as a point of contact for the provision of a reference. Consequently, I am writing to you to request that you provide a reference for this individual. I would be grateful if you could populate the table outlined below and return this to me as soon as practically possible to ensure a timely recruitment.

**Please return your completed reference request via email or post (see contact details below).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post applied for |  | | | |
| Candidate Name |  | | | |
| Name of Organisation |  | | | |
| Job Title |  | | | |
| Employment Date | From: |  | To: |  |
| Reason for Leaving |  | | | |
| Brief overview of skills and attributes |  | | | |
| Sickness absence in the last 12 months | Days absence: Number of episodes: | | | |
| Any current formal process of live warning on file? | If yes please give details: | | | |

**REFEREE DECLARATION**

I confirm the information above is a true and honest account of the named candidate listed above.

|  |  |
| --- | --- |
| Referee Name: |  |
| Signature: |  |
| Date: |  |

If you have any issues when completing this request or require further information please do not hesitate in contacting me using the contact details below.

Yours Sincerely

[INSERT MANAGER’S NAME]