

# Request for Written Reference

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Date

Company ABC  
Street  
City, State, Zip Code

Dear (Addressee)

(Applicant Name) has applied for the position of (Position Title) with our company. It is our policy to check references prior to extending an offer of employment. As such, we would appreciate any information you may be able to provide regarding their employment at your company. Complete the bottom section of this letter and return through the enclosed pre-addressed envelope.

Thank you for your cooperation and prompt response to this inquiry.

Sincerely,

Name

Title

I authorize (Former Employer) to furnish any information concerning my employment with their company and release them from all liability in connection with their doing so.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Applicant Signature Date

Dates of Employment From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Position Held \_\_\_\_\_

Final Salary or Rate of Pay \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Would You Rehire?  Yes  No

Comments Regarding Performance \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Company Representative Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_