**[Company name]**

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Employment Reference

Reply to a reference request

Date: [date]

## About the reference

| | |
|---|---|
| **Subject (former employee)** | [Full name] |
| **Request received from** | [Requesting company / contact] |
| **Consent confirmed** | [Yes - written consent seen / No - declined to provide] |

## Employment details

| | |
|---|---|
| **Job title(s)** | [Title(s)] |
| **Employment dates** | [Start date] to [End date] |
| **Department** | [Department] |
| **Reason for leaving** | [Resignation / redundancy / end of contract / dismissal] |

## Reference

[Factual, fair and accurate comments. Stick to what you know first-hand. Avoid opinions you cannot evidence.]

## Rehire

Would you rehire this person? [Yes / No / Prefer not to say]

Important: keep references truthful, fair and non-discriminatory. When in doubt, provide a basic factual reference (dates, title, duties) rather than detailed commentary.

## Sign-off

## [Company name]

| Referee name | Referee signature | Date |
|---|---|---|
| | | |

Referee job title: [title] · Contact: [phone/email]