

Prior Employment Reference Request

Date:

Enter date here

To (Former Employer Name/Organization):

Enter organization name

Address:

Enter address

Subject:

Employment Reference Request

Dear [Name/Title],

Enter message here (e.g., requesting reference for previous employee)...

Details of Former Employee:

Full Name:

Enter full name

Position Held:

Enter position

Period of Employment:

Enter dates

Other relevant information:

Enter details

Requested Information:

E.g., confirmation of employment dates, position held, performance, reason for leaving, eligibility for rehire, e

Kindly send your response to:

Enter your contact details: email, address, phone

Thank you for your assistance.

Sincerely,

Your Name

Your Position

Organization
