

[Company Letterhead]

[Date]

[Reference's Full Name]

[Reference's Position/Title]

[Reference's Company/Organization]

[Reference's Address]

Dear [Reference's Name],

I am writing to inform you that [Candidate's Full Name] has applied for the position of [Job Title] with [Your Company Name]. As part of our hiring process, we conduct reference checks to gather information on a candidate's qualifications, work history, and performance.

[Candidate's Full Name] has provided your name as a reference and has authorized us to contact you for this purpose. We would appreciate your cooperation in providing an honest and comprehensive assessment of [Candidate's Full Name]'s suitability for the position.

Please find below the details of the candidate's authorization:

Candidate's Full Name: [Candidate's Full Name]

Position Applied For: [Job Title]

Dates of Employment: [Candidate's Employment Dates with Reference's Company]

Reference's Relationship to Candidate: [e.g., Supervisor, Colleague]

Your feedback will be valuable in helping us make an informed decision. We assure you that any information provided will be kept confidential and used solely for the purpose of evaluating the candidate for employment.

If you agree to provide a reference, please contact us at your earliest convenience using the following details:

Contact Person: [Your Full Name]

Contact Phone Number: [Your Phone Number]

Contact Email Address: [Your Email Address]

Thank you for your time and assistance in this matter. Should you have any questions or need further information, please do not hesitate to reach out.

Sincerely,

[Your Full Name]

[Your Job Title]

[Company Name]

[Company Address]

Candidate's Authorization

I, [Candidate's Full Name], hereby authorize [Your Company Name] to contact [Reference's Full Name] for the purpose of conducting a reference check as part of the employment application process.

Signature: _____

Date: _____