dd/MM/yyyy

**Reference Check Letter**

Dear [Referee’s name],

RE: [Employee Name]

The candidate mentioned above has applied for the position of [Position name] at [Company name], and has given your name as a referee.

We would be grateful if you could answer the following questions, along with any relevant additional comments that you would like to provide:

• How reliable has this person been while working for you?

• Does this person have appropriate experience relating to the attached job description within his/her current role with you?

• If you had the opportunity, would you re-hire this employee?

• Is there anything else, we should know about this candidate while considering him/her?

Thank you for your cooperation and we assure you that this information will be treated with the utmost confidentiality.

Sincerely,

[HR person’s name]

[HR position]

[Company name]

[Contact Number]