



Template factual reference

[DATE]

Dear [NAME],

[NAME OF CANDIDATE]

I write further to your letter of [DATE] requesting a reference for [CANDIDATE] who has [applied to you to work **OR** been offered a job by you] as [POSITION].

I confirm that [CANDIDATE] started employment with [NAME OF EMPLOYER] on [DATE] and [left our employment on [DATE] **OR** is still employed by us]. [He **OR** she] was employed as a [JOB TITLE] and [his **OR** her] main responsibilities were [GIVE DETAILS].

It is our policy only to provide references containing information as to employees' roles and dates of employment. This should not be seen as implying any comment about the candidate or [his **OR** her] suitability for employment as [POSITION] at [PROSPECTIVE EMPLOYER].

This reference is given to the addressee in confidence and only for the purposes for which it was requested. It is given in good faith, and on the basis of the information available to the employer at the time it is given, but neither the writer nor [NAME OF EMPLOYER] accepts any responsibility or liability for any loss or damage caused to the addressee or any third party as a result of any reliance being placed on it.

Yours sincerely,