

## Request For Employment Reference

Date:

To:

From:

\_\_\_\_\_ has applied to us seeking a position as \_\_\_\_\_,  
and names your company as a prior employer.

We are requesting a reference on the above applicant including the dates during which the applicant was employed by you, the date upon which the individual left your employment, and the reason the individual left your employ.

Enclosed is a consent form executed by the above applicant.

\_\_\_\_\_

Signature

*Note: This document is for informational purposes only and may not be appropriate for your situation. Please consult an attorney for all legal matters.*