Dear [Referee’s name],

RE: [Employee’s 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 can answer the following questions, along with any relevant additional comments that you would like to provide:

* Does this person have sufficient experience relating to the attached job description within their current role with you?
* How reliable has this person been while working for you?
* If you had the opportunity, would you re-hire this job candidate?

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

Sincerely,

[HR name]

[HR position]

[Company name]