**Private and Confidential**

Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode [Date]

Dear [name]

**Standard Reference Response**

Thank you for your request for information on [name] who worked/works for our company.

We have a strict policy of providing the below information only on our past or present employees:

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Position held** |  |
| **Start of employment** |  |
| **Date of leaving employment** |  |

Yours sincerely,

Name

Role Title

Company