NAME

ADDRESS OR BY EMAIL

DATE

Dear [NAME]

REF: Reference request for [CANDIDATE NAME]

[CANDIDATE NAME] has successfully been offered the role of [JOB TITLE] at the PCC/PARISH NAME. I would appreciate it if you could complete the information below and send it back to me as soon as possible so that I can confirm [CANDIDATE NAME’S] appointment to [EMAIL ADDRESS OF PERSON SENDING REFERENCE LETTER]:

|  |  |
| --- | --- |
| Start date of employment with you |  |
| End date of employment with you |  |
| Reason for Leaving |  |
| Job Title |  |
| From your knowledge of the candidate and looking at the Job Description and Person Specification (attached), please can you describe how you feel they would meet the criteria for the role that we have offered them |  |

If you have any queries, please don’t hesitate to contact me, either by email or telephone on [XXX].

Yours faithfully

NAME

JOB TITLE