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advice women can trust
Logo will not print with document

Insert Date

Addressee Name
Company Name
Street Address
City, State Zip

Insert Greeting (Mr./Ms./Mrs. Dr., etc) Last Name:

I am writing in response to your request for a letter of reference for (insert applicant's name) in (his or her) application for a position as (insert job title) with your company. It is the policy of (insert company name) to limit references to confirmation of employment and eligibility for rehire.

The information that I am able to provide is as follows:

- Hire Date: _____
- End Date: _____
- Job Title at Hire: _____
- Job Title at Separation: _____
- Eligible for Rehire: _____

Thank you for your inquiry. Please let me know if I can be of additional assistance in the future.

Regards,

(Insert Your Full Name)