



Reference Request: Information from Former Employer

Name of Former Employer: _____

Street Address: _____

City, State, Zip Code: _____

Attn: Human Resources

[Name of applicant] is applying for the position of [title of position] with our organization. He/she indicated that he/she previously worked for [name of former employer].

You will find attached a copy of the release authorization form signed by [name of applicant]. I would appreciate if you could provide the information requested below and return this letter to me in the enclosed postage-paid envelope.

If you have any questions or wish to contact me regarding this request, you may reach me at [phone number].

Thank you.

Sincerely yours,

Name

Title

For [Applicant's name]

Dates of employment _____

Last position held _____

Duties/responsibilities _____

Quality of work _____

Eligible for rehire: ___ Yes ___ No

For a free 30-minute consultation on how to safely get useful references for prospective new hires, [click here](#).