Name

Address

Date

**Private & Confidential**

Dear Name,

I am writing in response to your request for a letter of reference for name in his/her application for a position as job title with your company

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

**Job Title**

**Start date**

**Leave date**

**Job duties**

This reference is strictly confidential and is provided to you only in connection with name and should only be used for that purpose.  The above information is given in confidence and in good faith.  No responsibility, however, can be accepted for any errors, omissions or inaccuracies in the information or for any loss or damage that may result from reliance being placed upon it.

Kind regards

Manager Name

Position

For and on behalf of Company