

## REQUEST FOR EMPLOYMENT REFERENCE

Date: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_ has listed your company as a former employer. He/She has recently applied for employment as a \_\_\_\_\_ with our firm.

We are writing to request information concerning the above individual including the following:

(1) dates of employment; (2) rate of compensation; (3) performance evaluation; and (4) reason for termination of employment.

In addition, please state whether he or she would be eligible for employment with your firm in the future. Any information furnished by you will be held in strictest confidence.

Thank you for your kind attention and cooperation.

\_\_\_\_\_  
(Signature)