

Subject: Reference Request - [Candidate Name] - [Job Title]

Dear [Reference Name],

[Candidate Name] has applied for the position of [Job Title] through our agency and has provided your name as a professional reference.

As this is a junior-level role, we would greatly appreciate your feedback on their potential and performance during their time with you as a [Candidate's Previous Role/Intern].

Please could you provide brief comments on the following:

- Dates of employment/tenure and their job title.
- Main responsibilities and their ability to complete tasks.
- Their reliability, punctuality, and attitude.
- Their ability to learn new skills and work within a team.
- Reason for leaving.
- Would you re-employ this individual?

If you prefer to provide this reference over the phone, please let me know a suitable time to call you.

Thank you for your assistance. We look forward to hearing from you.

Best regards,

[Your Name]

[Your Job Title]

[Recruitment Agency Name]

[Your Phone Number]

[Your Email Address]