

CONFIDENTIAL

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]

Re: Professional Reference Request for [Candidate Name]

Dear [Recipient Name],

I am writing to request a professional reference for [Candidate Name], who is currently being considered for the position of [Job Title] within our Legal and Compliance Department at [Your Company Name]. The candidate has provided your name as a professional reference.

Given the sensitive nature of this role, we would appreciate your candid assessment of the candidate's performance during their tenure at [Previous Company Name]. Specifically, we are looking for insights regarding:

- The candidate's core responsibilities and period of employment.
- Their proficiency in interpreting regulations and ensuring statutory compliance.
- Their experience in legal research, drafting, and risk mitigation.
- Their integrity, ethical judgment, and handling of confidential information.
- Their ability to work with internal stakeholders and external regulatory bodies.

Is the candidate eligible for re-hire at your organization? [Yes/No]

We understand the time commitment required for such requests and assure you that all information provided will be held in the strictest confidence, accessible only to the hiring committee and HR professionals involved in this process.

If you prefer to provide this reference via telephone, please let me know a convenient time to call you, or you may reach me directly at [Your Phone Number].

Thank you for your assistance in this professional matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name]