

[Your Name]
[Your Job Title]
[Recruitment Agency Name]
[Phone Number]
[Email Address]
[Date]

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

Subject: Professional Reference for [Candidate Full Name]

Dear [Recipient Name],

I am writing to provide a formal professional reference for [Candidate Full Name], who served as a Legal and Compliance Executive at [Recruitment Agency Name] from [Start Date] to [End Date]. During this period, [Candidate Name] reported directly to me and was responsible for overseeing our regulatory framework and internal legal standards.

In the high-pressure environment of the recruitment industry, [Candidate Name] demonstrated exceptional expertise in employment law, data protection (GDPR), and contract management. Their primary responsibilities included drafting and reviewing client service agreements, ensuring compliance with local labor regulations, and managing the agency's internal risk assessment protocols.

Key achievements during their tenure include:

- Implementing a streamlined compliance vetting process for high-volume placements.
- Reducing legal turnaround times for contract negotiations with corporate clients.
- Conducting regular training sessions for recruitment consultants on ethical hiring and legislative updates.

[Candidate Name] possesses a rare combination of legal precision and a commercial mindset, which is essential for a recruitment business. They are detail-oriented, highly organized, and have consistently maintained the highest level of integrity when handling sensitive information.

I highly recommend [Candidate Name] for any legal or compliance role. They would be a significant asset to any organization looking to strengthen their regulatory standing. Please feel free to contact me if you require any further information.

Sincerely,

[Signature]

[Your Printed Name]