

Date: [Insert Date]

To: [Recipient Name/HR Department]

Company: [Previous Employer Name]

Address: [Company Address]

Subject: Employment Reference Request - [Candidate Full Name]

Dear [Name of Contact Person],

We are currently considering **[Candidate Full Name]** for the position of **[Job Title, e.g., Server/Receptionist/Chef]** at our agency. They have provided your details as a professional reference regarding their previous employment as a **[Former Job Title]** from **[Start Date]** to **[End Date]**.

To help us assess their suitability for hospitality placement, please confirm the following information:

- Dates of employment and final job title.
- General conduct and reliability (punctuality and attendance).
- Ability to work under pressure in a fast-paced environment.
- Customer service skills and professional appearance.
- The reason for leaving and if they are eligible for re-hire.

Please find attached a signed consent form from the candidate authorizing the release of this information. We would appreciate it if you could return this reference by **[Insert Date]**.

Thank you for your time and assistance. Should you have any questions, please contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Agency Name]