

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Employment Reference Request - [Candidate Name]

Dear [Recipient Name],

[Candidate Name] has applied for the position of **Guest Services Representative** at [Your Company Name] and has provided your name as a professional reference.

To assist us in our selection process, we would appreciate your feedback on the candidate's performance during their time at [Recipient's Company Name]. Specifically, we would value your insight regarding their:

- Customer service skills and professional demeanor.
- Communication skills and ability to handle guest complaints.
- Punctuality and reliability.
- Ability to work effectively within a team.

Please confirm the following details:

- Dates of employment: From [Start Date] to [End Date]
- Last position held: [Position Title]
- Reason for leaving: [Reason]
- Would you re-hire this individual? [Yes/No]

Any information provided will be kept strictly confidential. If you prefer to provide this reference via telephone, please let me know a convenient time to call you at [Your Phone Number].

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]