

[Recruitment Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Employment Reference Verification - [Candidate Name]

Dear [Recipient Name],

We are currently conducting a background and reference check for [Candidate Name], who has applied for the position of [Job Title] within the hospitality industry. They have listed you as a professional reference regarding their previous employment at [Previous Company Name].

We would appreciate it if you could take a few moments to verify the following details:

- **Employment Dates:** From [Start Date] to [End Date]
- **Last Position Held:** [Job Title]
- **Key Responsibilities:** [List 1-2 main tasks]
- **Reason for Leaving:** [Reason]

Additionally, please provide your assessment on the following hospitality-specific competencies:

- Customer service and guest satisfaction skills:
- Ability to work under pressure in a fast-paced environment:
- Reliability and punctuality:
- Professionalism and grooming standards:
- Teamwork and communication skills:

Would you re-hire this individual in the future? [Yes/No]

Any additional comments regarding their performance or character would be greatly valued. All information provided will be kept strictly confidential.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]