

**Date:** [Date]

**To:** [Name of Referee]

**Title:** [Title of Referee]

**Organization:** [Referee Organization]

**Subject: Compliance Verification for Professional Reference Check**

Dear [Name of Referee],

This letter is to formally confirm that [Executive Search Firm Name] is conducting a professional background and reference verification for [**Candidate Name**], who is currently being considered for the position of [**Job Title**] at [**Hiring Company Name**].

In accordance with data protection regulations and our executive search compliance protocols, we request your verification of the following details regarding the candidate's tenure at [Organization Name]:

- **Employment Dates:** [Start Date] to [End Date]
- **Final Position Held:** [Job Title]
- **Nature of Professional Relationship:** [Direct Supervisor/Peer/Other]

By responding to this inquiry, you acknowledge that the information provided is accurate to the best of your knowledge. We confirm that [Candidate Name] has provided written consent for this reference check to be performed. All information shared will be handled with the highest level of confidentiality and used solely for the purpose of evaluating the candidate's suitability for this executive role.

Please confirm the accuracy of the above information or provide any necessary corrections by replying to this email or contacting me directly at [Phone Number].

Thank you for your cooperation and professional contribution to this selection process.

Sincerely,

[Your Name]

[Your Title]

[Executive Search Firm Name]