

Sample letter providing a reference for a former or current employee

[Sender's name]
[Sender's address]
[Sender's town]
[Sender's postcode]

[Date]

[Recipient's name]
[Recipient's address]
[Recipient's town]
[Recipient's postcode]

Private and confidential - for the addressee only

Dear []

[Name of employee] [was/has been] employed by De Montfort University (DMU) [from [date] to [date]/since [date]] as [job].

[His/Her] role involve[d/s] [short description of the employee's key job duties and level of responsibility].

[[Name of employee] left the organisation [insert reason for termination of employment eg resignation, redundancy, or the expiry of a fixed-term contract].]

[Insert any other appropriate points in accordance with the university's guidance on giving references. [LINK](#)]

While DMU has taken care to ensure the accuracy of the information provided, DMU accepts no liability for errors or omissions in the content of the reference.

Yours sincerely,

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