

Request for Reference letter

Your logo

Name
Address

Date

Dear

Request for Reference

(Insert applicants name) has applied for the post of (insert post) at (insert name of setting) and on their application they have named you as a referee.

I would appreciate it if you could send me a reference for the above applicant who will be responsible for the care of up to (insert number) children in our childcare provision.

Enclosed is a copy of the job description relating to the post applied for. An indication of their reliability and rapport with children and adults would be helpful. Please indicate if there have been any performance management issues or disciplinary proceedings.

I look forward to hearing from you shortly as I would like (insert applicants name) to take up her/his position in the provision on (insert date).

Please send your reference marked 'Private and Confidential' by (insert date) to

Name

Address

Yours sincerely

(Chair person /Owner)

Enc.