

[Company Letterhead]

[Name]

[Type your return address here]

September 28, 2011

[Click **here** and type recipient's address]

Dear [Click **here** and type recipient's name],

Mr./Mrs. [name of person applying for job] has applied to us for the position of [position example: Director of Office Training], and your name was given as a reference.

I would appreciate your answering the following questions about Mr./Mrs. [name of person applying for job]:

1. How long was he/she under your supervision? _____
2. What was his/her position at the time he/she left your company? _____

3. What reason was given for leaving? _____

4. How would you rate his/her overall competence? (Check one.)
Outstanding _____ Good _____ Average _____ Fair _____ Poor _____
5. Please state briefly what you believe to be his/her greatest strengths and weaknesses (if any):
 - a. Strengths _____

 - b. Weaknesses _____

6. If you had an opening for which he/she is qualified, would you rehire him/her?
Yes _____ No _____. If no, please state why.

I assure you, Mr./Mrs. [HR department you are writing to], that any information you supply about this applicant will be held in strict confidence. If there is ever an opportunity for me to reciprocate, I will be pleased to do so. Thank you.

Sincerely,

[Your Name]

[Click **here** and type job title]