

Request for Reference from Prior Employer

HMS, Inc.
1111 East Street - Hometown, USA
(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

Dear [employer name] :

We have received an application from one of your [current/
former] employees, _____, seeking the
position of _____ with our firm.

It would be very helpful if you would provide the
following information concerning _____ :

Dates of employment with your company:

Job description and rate of compensation:

Performance evaluation:

Reason for termination:

Any other pertinent information:

A form authorizing your release of this information by
_____ is enclosed. Please indicate whether your
reference information should be kept confidential.

Thank you for your help. Your cooperation is appreciated.

Sincerely,

H.M.Smith