**Written reference template letter.**

[PLEASE NOTE. Restaurant Association members are strongly advised to first seek guidance from the employment team on 0800 737 827 if you have any questions.]

**When an employee leaves your employment they may request that you act as a reference for them for future employment applications. While acting as a verbal referee is more common, from time to time you may be asked to provide a written reference letter.**

If you are asked to write a reference letter first consider whether you can legitimately do so. A reference letter is a formal document so it has to be truthful, or you may face legal repercussions. You should be able to provide an honest and positive reference so if you feel that you would struggle to provide an honest assessment of the person, you should tell them to seek a reference from someone else.

**When providing a written reference for employment purposes, there are a few key elements that you should include:**

* Brief information explaining who you are, explaining your position and your relationship to the candidate and why you are qualified to provide a reference for them.
* The person’s job title, and role within your Company.
* The dates the person was employed by your Company.
* Information on how the person's skills match the position they are applying for (it will be useful if you have more information on the job the person is applying for, like the job ad or a job description).

**Make sure that you avoid:**

* Mentioning any weaknesses the candidate has.
* Saying anything that could be construed as libel.
* Writing in an informal manner: keep the letter business-like. Jokes, slang and casual language are not appropriate and may harm the candidate’s chances.
* Including personal information not relevant to the application. Mentioning the candidate’s race, political stance, religion, nationality, marital status, age or health is usually inappropriate.

Potential employers will rely on the information contained in the reference so care should be taken with the information contained. If the reference is on company letterhead and is the view of the employer or company, the information should be specific and objective. Other references can be more personal and generous in their praise. In these circumstances, the writer of the reference needs to indicate that it is the writer’s opinion only and not that necessarily held by the employer or company.

The letter template on the following page is intended for use as a written reference letter template.

*Please note that the following letter template requires you to the complete details that pertain to your particular situation. In particular some of the text is in [brackets like this]; you will need to complete these fields.*

[insert Date]

[insert Address]

[insert Address2]

[insert Address3]

[insert Address4]

To Whom it May Concern

**Written reference for [insert person’s name]**

I am writing this reference on behalf of [Insert employee name] as his/her former employer. [Insert employee name] was employed by [insert company name] as an [insert job title] from [insert dates the person was employed by the company].

[Insert person’s first name] was responsible [insert some of the key job responsibilities of the person in their role with the company].

[Insert a paragraph about why you recommend this person and what they were good at. For example:

Throughout Jane’s employment with us she proved herself a trustworthy, flexible, careful and diligent worker. She is extremely motivated and has a track record of exceeding customers’ expectations through exceptional services. She was very popular with our regular customers, and developed superb relationships with customers, coworkers and managers.]

[Insert person’s first name] would be a tremendous asset for your company and has my recommendation. If you have any further questions with regard to her employment at [insert company name], please do not hesitate to contact me.

Yours sincerely

[Employer Details]