

Reference Letter UK

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Date: _____

From (Name): _____

Organisation: _____

Address / Email: _____

To: _____

Organisation: _____

Address: _____

Dear _____

RE: Reference Request — _____

The above-named individual has applied for the position of _____ and has given your name as a referee. I should be grateful if you would complete the relevant section below and return the form at your earliest convenience.

PLEASE SELECT ONE OPTION AND COMPLETE THE RELEVANT SECTION:

☐ **OPTION A – Basic Work Reference**

Position held at your organisation: _____

Dates of employment: _____

☐ **OPTION B – Detailed Work Reference**

Position held at your organisation: _____

Dates of employment: _____

Main duties held: _____

Salary: _____

Sickness or absence record (do not include absences related to disability or to parental rights, e.g. maternity or paternity leave): _____

Any current, relevant disciplinary records: _____

Reason for leaving: _____

☐ **OPTION C – Character Reference**

Your relationship to the applicant: _____

How long you have known them: _____

Comment on character and strengths: _____

Suitability for the new role: _____

Additional comments: _____

To return this reference, please _____

Thank you for taking the time to reply. The information you provide will be kept strictly confidential.

Yours sincerely,

Signed: _____ Date: _____

Name (printed): _____ Position: _____

Note: This reference is given in good faith without legal liability for errors or omissions, subject to the reasonableness requirement of the Unfair Contract Terms Act 1977. All personal data is processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.