**Reference Template**

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***Set on Headed Paper – even if sent by email***

[Date]

[Recipient's name]
[Recipient's address]

**Private and confidential - for the addressee only**

Dear [Name]

[Name of employee] [was/has been] employed by [NGB] [from [date] to [date]/since [date]] as [job title].

[His/Her] role involve[d/s] [short description of the employee's key job duties and level of responsibility].

[Name of employee] left the organisation due to [insert reason for termination of employment e.g. resignation, redundancy, or the expiry of a fixed-term contract]

[Insert any other appropriate points in accordance with the organisation's policy on giving references.]

While the information provided is, to the best of [NGB/Organisation]'s knowledge, completely accurate, [NGB/Organisation] cannot accept any liability for decisions based on it.

Yours sincerely

Name of person allowed to give references.