**Reference Template**

*“This template document and others have been produced by Sport Wales and will need editing before use.  Guidance notes to help you do so are set out throughout the documents and square brackets in the body of the document indicate areas that require editorial attention.  Whilst Sport Wales endeavours to ensure the information contained is up to date and correct, we make no representations of any kind, express or implied, about the completeness, accuracy and suitability of the documents provided. Any reliance you place on such information is therefore strictly at your own risk.  In no event will Sport Wales be liable for any indirect or consequential loss or damage, arising out of, or in connection with, the use of these templates.  If you have any doubts about the editing or use of these templates, please seek professional legal advice.”*

***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.