**Providing a Reference - Email Template**

Dear *[name]*

I refer to your reference request of *[insert date]* concerning our *[former]* employee *[ name of former employee]* and I am pleased to confirm the following information:

*[ name]* was employed by *[name of Parish]* in the capacity of *[insert job title]* from *[insert date employment commenced to date employment ended].* *[His/her]* employment ended by reason of *[insert reason, e.g. resignation, redundancy as a result of re-organisation, mutual agreement].*

*[Insert name]’s* duties included the following responsibilities *[insert key responsibilities of job duties from Job Description].*

*[Insert any other comments that are fair and accurate and provide an objective and balanced view of the employee’s performance during their employment].*

 **OR**

It is our policy only to provide references containing information as to employees’ role and dates of employment. This should not be seen as implying any comment about the candidate or their suitability for employment.

*This reference is given to the addressee in confidence and only for the purposes for which it was requested. It is given in good faith, and on the basis of the information available to the employer at the time it is given, but neither the writer nor the [NAME OF PARISH] accepts any responsibility or liability for any loss or damage caused to the addressee or any third* *party as a result of any reliance being placed on it.*

Yours sincerely

NAME

Job Title/ROLE

[on behalf of the PCC]