

Scholarships Pakistan reference letters structure/template

- Addressee name and address if known
- Date
- Salutation ('To whom it may concern', or 'Dear Sir or Madam', or 'Dear <title> <surname>')
- Confirm dates, job title(s) capacity, and salary and benefits details if required/appropriate.
- Confirm that the person's performance and attitude was (at all times) satisfactory/exceeded expectations or standards.
- Briefly explain the person's responsibilities (optional)
- Briefly describe their skills/qualifications/strengths/characteristics (optional)
- State that you would willingly re-employ the person if the opportunity arose (optional, and very re-assuring for the reader)
- Offer to provide more information if required (optional)
- Yours faithfully (or 'Yours sincerely' if writing to a named addressee)

N.B. It's a matter for your own discretion how much praise and positive information to include in the reference letter, hence the optional items.

employment reference letter template sample

Date

To whom it may concern,

I confirm that (name) is/was employed as (position) with this organisation from (date) to (date/the present day), and was/is paid (salary, plus bonus and benefits as applicable).

Their job of (position) carries the following responsibilities (describe briefly the job). (Name) is skilled in (details of skills) and is also (characteristics - eg reliable dependable, a good communicator, etc).

I would happily re-employ (name) as I consider him/her to be a valuable member of the team, who consistently achieved good results and delivers all expectations.

Yours faithfully, etc

Spelling note: These references letters tips and references letters samples generally use spellings based on UK-English common form, for example, 'recognise', 'organise', 'specialise', whereas US-English uses the 'ize' spelling. Other words ending with 'our/or' - such as endeavour/endeavor, favour/favor - also vary in UK-English and US-English. **Please change the spellings in your own references letters to suit your situation.**

character references or personal reference letters

Certain situations require character reference letters of a more personal nature, such as character testimonials or references relating to court proceedings, or for a position in non-business organizations such as councils, trusts, clubs, or societies. In these cases follow the same principles: do not defame a person in writing or verbally when providing a reference; state only positives or nothing at all. If you need a personal or character reference always ask the writer if it would help to provide them with a draft. Writing reference letters is time-consuming and difficult for many people - offering to provide a draft may sound cheeky, but it is often necessary and much appreciated by the reference giver (incidentally called the 'referee').

Be aware that offering to provide a written character reference relating to a person's court proceedings may lead to your being asked to appear in court as a character witness - so be sure that whatever you write you'd be comfortable stating it in a court of law.

example and template for personal or character reference letter

Date

To whom it may concern

I confirm that I have known (name) for (number) years.

(State relationship - social, business, working together in some other capacity, club, activity, project, etc.)

At all times I have found (name/him/her) to be (state characteristics - eg, dependable, reliable, hard-working, conscientious, honest, peace-loving, courteous, etc - to be as helpful as possible think about what the reader will most prefer to see, in terms of satisfying concerns, or seeing evidence of relevant required skills or characteristics).

I'm happy to provide further information if required. (optional)

Yours faithfully, etc.

character reference letters for court appearances

Here's an example of the sort of letter you can write if asked to provide a character reference for someone you know who is to appear in court on a criminal charge. First ensure that you are personally comfortable with the responsibility of providing the character reference and potentially being called to appear in court as a character witness (the accused legal team should normally advise you on how best you can help - if in doubt ask). When using the sample letter below you can substitute the relevant character aspects of the accused that you wish to endorse or support, and which should logically relate to, and counter, the type of behaviour alleged in the court charge. If the charge relates to violence you should try to endorse and describe peace-loving attributes; if the charge relates to dishonesty, obviously try to endorse and describe honesty attributes. Integrity endorsements are obviously helpful for any situation because they hopefully support the validity of the accused person's own statements in court.

N.B. It is important to bear in mind that whatever you write you should be comfortable and capable of reliably repeating, and potentially providing examples, if required, under oath in court. Both the prosecution and defence sides have the right to force witnesses of all sorts to appear personally in court, and while most written statements and letters

do not lead to a requirement to appear in person, the possibility of the need arising always exists.

sample character reference letter (written by the character witness)

Obviously, change gender as applicable.

(date)

To whom it may concern (or Your Honour, or as advised by legal team)

Person's Full Name (heading)

I have known (name) for (number) years as (state relationship - business associate, staff member, socially, etc).

I can confirm that he is a man of great integrity, is extremely dedicated to his family and work, and is entirely peace-loving. (substitute character descriptions as applicable).

Furthermore, (add further character descriptions and/or examples of the person's behaviour and/or history supporting the above testimonial.)

For your information, I am (personal statement building your own credibility - details of position held and any other details that help build your own credibility, particularly any experience in judging the characteristics or behaviour referenced above).

Yours faithfully

Name

Position (if applicable)

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Please change the spellings in your own references letters to suit your situation.

trade reference letters - sample - quality of service

You may be asked by one of your suppliers to provide a trade reference letter, which they will present to a new customer seeking assurances of quality of service, reliability, etc. (See below for a sample reference letter relating to payment and credit-worthiness) Here's an example of a trade reference letter relating to quality of service. Use a letterheaded sheet, and date it. The subject of the trade reference letter could be a company, a sole trader or freelance supplier. Use the name of the person or the company as the heading.

Letters like this typically begin with 'To whom it may concern', which enables the reference to be used for different people requesting one.

Then insert the heading, and follow with your reference statement(s). It will help you to write the letter if you ask the supplier what they feel will be most useful to include. Be honest, and as generous in your praise as you can be. (As with any reference request, if you cannot say anything positive, say nothing at all.)

If you are writing a letter like this on behalf of your organization for one of its suppliers, ensure you obtain necessary approval from a director or appropriate authority (typically a finance or purchasing director), and in certain circumstances (for significant or very important references) you could actually ask the person in authority to sign the letter and send it in their name.

trade references letters sample - quality of service

(date)

To whom it may concern

New Company Ltd (the supplier or person who is the subject of the reference)

I confirm that I have dealt with New Company Ltd since 1998, during which time they have provided my business with excellent support in the areas of website engineering, site optimisation, search engine analysis and site submission. Their work has been a major factor in our website's success, helping it to become one of the most visited resources of its kind on the Internet.

I can confidently recommend New Company Ltd as a solid and reliable supplier, and experts in their field.

Yours faithfully
(name and title)

trade reference letters sample - credit worthiness

This is an example of a trade reference letter relating to a person's or organization's credit-worthiness and reliability for making payments. You may be asked by one of your suppliers or customers for such a reference letter, which they will present to a new supplier who is seeking assurances of their financial reliability and credit-worthiness. Use a letterheaded sheet, and date it. The subject of the trade reference letter could be a company, a sole trader or freelance supplier. Use the name of the person or the company as the heading.

Letters like this typically begin with 'To whom it may concern', which enables the reference to be used for different people requesting one.

Then insert the heading, and follow with your reference statement(s). It will help you to write the letter if you ask the supplier what they feel will be most useful to include. Be honest, and avoid negative comments as this amounts to defamation. (As with any reference request, if you cannot say anything positive, say nothing at all.)

If you are writing a letter like this on behalf of your organization for one of its suppliers, ensure you obtain necessary approval from a director or appropriate authority (typically a finance or purchasing director), and in certain circumstances (for significant or very important references) you could actually ask the person in authority to sign the letter and send it in their name.

(date)

To whom it may concern

New Company Ltd (the supplier or person who is the subject of the reference)

I confirm that New Company Ltd has been a customer of ours since 1998, during which time they have always made payments reliably, in full and on time.

Yours faithfully
(name and title)

request for reference (from past employers and referees) - examples and template

This template is for employers seeking references **from current or previous employers or other character referees for job applicants, candidates and interviewees**. The template can be amended for sending to other nominated referees (eg., character reference providers).

When seeking a reference about a potential new employee or job candidate **you should ask permission of the person involved**.

Failing to do so undermines trust and confidence before the new person has even started the job, and sends a signal that the employer does not have strong ethical standards. Failing to divulge information relating to data obtained and held about an individual also has implications in the UK. In any event, being open and cooperative about seeking references demonstrates positive and ethical standards - all of which of course are very appealing employer qualities in the eyes of most employees, and especially high calibre employees. Good practice assumes that employees should always be informed clearly through appraisals and other processes as to their weaknesses, failings and transgressions. Keeping such information secret only stores up problems for the future.

Sending a template or 'pro-forma' containing relevant criteria makes it easier for the reference provider than simply asking to provide a reference, which stumps many referees. Better to ask them exactly what you want to know. Sending a specially created form for references therefore increases your chances of getting a reply at all, and also getting the answers about the person's characteristics and history that you most need.

As with all of the free templates on this page, employers should check with their relevant employment law department or advisors before creating, adapting and using letters and forms relating to references and recruitment, so that legal implications can be properly considered. International employment law varies around the world, and changes over time, for example the Ageism legislation effective in the UK in October 2006. When requesting and providing references it is important to act within all relevant laws relating to discrimination (gender, race, disability, etc) in addition to the laws surrounding libel and defamation, etc.

Feel free to change any of the criteria or positioning statements in the sample template below, especially if sending it to referees who are not previous or past employers (character referees, for example). For most references the criteria listed below are too

many. Delete what you don't need so that you don't waste people's time providing information that is not needed.

In addition, you can also show a form like this to each job applicant to get their agreement that it's okay to send it to their referees/past employers. You could also (if you'd like to be very progressive and open about this) even ask the applicant or job candidate if they'd like anything else of relevance to be added to the form, as might enable the clearest and most helpful outcome from the exercise. Little is gained from being secretive about things, whereas much can be gained from being open and up-front.

Either incorporate this template within a letter or attach it to a covering letter, and send it to the nominated reference provider(s).

You will improve response rates if you send a stamped addressed envelope with the reference request.

Additionally (in the UK) you can help inform yourself and others about how the Data Protection Act relates to employment references (and other types of references, such as for education) by reading and enclosing a copy of the official Good Practice Notes relating to Data Protection and References. [_____](#)

Communicating and agreeing clear expectations with people will always greatly improve your success in everything you do, especially in sensitive areas such as requesting and giving employment references.

request for reference template

Adapt and amend this template to suit the situation - and seek approval from the person concerned for the final version. Leave sufficient space for comments between each point. If you include every possible criteria on your 'master' form, you can delete the criteria which do not apply for each reference request situation.

(your logo, address, etc)

Confidential - Request for Reference

date.....

name of applicant.....

The above has applied for a job as with us and has suggested you might provide a reference, or has agreed that we can contact you for one. I'd be

grateful for you to provide whatever details you feel able to according to the criteria below. Please don't write anything that might compromise you or your organisation (if applicable), although where clear evidence exists of significant negative history, especially of a serious nature, then we'd be grateful for such information.

If you'd prefer to speak on the phone please call me on

Delete/ignore as applicable.

1. The above person was/is employed with us as
date(s)

(provide estimates if precise dates are not readily available)

2. General character

3. Attitude

4. Relationships with others/peers/subordinates

5. Team-working

6. Personal integrity and honesty

6. Reliability

7. Calmness under pressure

8. Competence (state skills if appropriate.....)

9. Ambition

10. Overall performance in past role(s) with your organisation

11. Qualifications/Training attained

12. Why did the person leave?

13. Would you re-employ the person if a suitable vacancy existed?

14. Any other comments?

15. Under the Data Protection Act (UK) the person named above would normally have access to the information provided here if requesting it from the receiving organisation. The organisation providing the reference is exempt under the Data Protection Act - but the organisation receiving the reference is not. If there are strong reasons for protecting confidentiality (risk to referee, etc) please state them here. For your information the law relating to data protection and references is explained at www.ico.gov.uk.

16. Please be aware also that references are subject to legislation relating to equality and discrimination, which from 1st October 2006 also includes age.

Respondent's/Referee's signature
date.....

Respondent's/Referee's name and
title.....

On behalf of (employer/organisation, if applicable)
.....

Please return this form to

Reference number

Contact details of sender of this request (email, phone, etc)
.....

Please make a copy of your reply for your own records and if in doubt about anything you'd like to state on this form please seek advice before writing and sending a response.

Thank you for your assistance.

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data protection act and employment references

The law in the UK (Apr 2006) is that employers giving references are exempt from the 'Subject Access Rights' section of the Data Protection Act, **but employers receiving references are not**, unless there are extremely strong reasons for preserving the confidentiality or anonymity of the reference provider (a personal risk to the referee, for example). In most cases reasons for withholding information will not outweigh the individual's rights to 'subject access' as the Data Protection Act defines it. The arbiter in cases where a dispute might arise, is the Information Commissioner (ICO), being the

government department responsible for ensuring compliance with the 1988 Data Protection Act.

from the ICO website (April 2006). This good practice note clarifies how the Data Protection Act 1998 applies to employment references. The recommendations also apply to other types of reference, such as those provided for educational purposes. This document is ICO copyright and reproduced with permission.

You can enclose a copy of the Good Practice Note with the request for reference if you feel it will be helpful for the recipient, in which case check with the ICO that you have the up-to-date version (link below).

The practical implications of the Data Protection Act are that regardless of a referee's request (or perception) that the contents of a reference will be withheld from the person who is the subject of the reference, it is unlikely that the receiving organisation can do this, should they actually want to. People requesting, giving and receiving references need to understand this, and also need to understand the details of the Data Protection Act relating to employment references. Read the [Good Practice Notes](#).

If you're in a real hurry the ICO summarises 'Recommended Good Practice' relating to References and Data Protection as follows (from the ICO website, extracted April 2006):

"In most circumstances, you should provide the information in a reference, or at least a substantial part of it, to the person it is about if they ask for it. Even if the referee refuses consent, this will not necessarily justify withholding the information, particularly where this has had a significant impact on the individual, such as preventing them from taking up a provisional job offer. However, there may be circumstances where it would not be appropriate for you to release a reference, such as where there is a realistic threat of violence or intimidation by the individual towards the referee. You should consider whether it is possible to conceal the identity of the referee, although often an individual will have a good idea who has written the reference. If it is not reasonable in all of the circumstances to provide the information without the referee's consent, you should consider whether you can respond helpfully anyway (for example, by providing a summary of the content of the reference). This may protect the identity of the referee, while providing the individual with an overview of what the reference says about them."

Letter Heading / Company logo

**Address Details
Tel. Details
Fax Details
Email Address**

Date

***Dear xxxx,**

Re: Reference for Mr. John Smith

First Paragraph

Second and Subsequent Paragraphs

Closing Paragraph

Yours sincerely,

Jean Brown

*** If the name is unknown then address to 'To whom it may concern' or 'Dear Sir or Madam'**

First Sample Paragraph

Thank you for your letter dated _____ requesting a *personal / business* reference for Miss Ayesha Muqaddas.

Main Body Paragraphs - Personal Reference

I have known *Ayesha Muqaddas* in a personal capacity for over ___ years and have found *her* to be honest, reliable, conscientious and courteous. I am confident that *she* will prove to be an asset to your company.

Main Body Paragraphs - Business Reference

I have known *John Smith* in a professional capacity for over ___ years and would confirm that he currently holds the position of _____ in *Zzedro Inc.*

Optional Para: I would confirm that the *his/her* performance and attitude has been *satisfactory / good / excellent* during his employment.

Closing Sample Paragraphs

I trust that the information provided will be of help and assistance.

Sample Letter of Reference for PhD Program

**Letter of Recommendation for Ms. X
Department of Y, PhD Program**

I first knew X in the spring of 1986 when she was a member of my Freshman Seminar, ' . . . ' In

such small groups teacher and students come to know one another in a way that is seldom, if ever, possible in large lecture courses. In either forum something can be learned about a student's academic ability, but only in the former can one get a reliable measure of the student as a person. . . . Having kept in touch with X in the intervening years, I am confident in my knowledge of her.

To begin with, she is an excellent student, with a lively curiosity that makes her dissatisfied with superficial explanations. That curiosity frequently led our seminar down avenues and into areas that, otherwise, would have remained unexplored. . . .

One has only to speak to her to recognize her openness and eagerness. It is easy to mistake this for naiveté, an error I made when she first told me she had signed up to be an apprentice teacher in one of Boston's more notorious inner city high schools. . . . Throughout the term, often at great cost to her own peace of mind, and sometimes in explicit conflict with the regular teacher, she continued to insist on a high level of performance from her students. She not only survived the term but won the admiration and respect of students accustomed to being patronized by teachers content to believe that nothing much can be expected.

I would expect X to bring these same qualities of character to That is, an openness to new places, peoples, cultures and customs; a keen intelligence, with which to analyze and order her experience; irrepressible curiosity; and an unusual ability for dealing with people of all ages and conditions. Those qualities, combined with her toughness of character. . . , will enable her to understand and empathize with others while never losing touch with who she is.