

Employee “No Reference Policy” Letter Verifying Employment

This package contains:

1. Instructions & Checklist for Writing a “No Reference Policy” Letter Verifying Employment
2. “No Reference Policy” Letter Verifying Employment

Instructions & Checklist for a “No Reference Policy” Letter Verifying Employment

- This package contains: (1) Instructions & Checklist for a “No Reference Policy” Letter Verifying Employment; and (2) “No Reference Policy” Letter Verifying Employment.

- This form is designed to assist you in drafting a letter to a prospective employer seeking information about your former employee -- explaining that because your company maintains a “no reference policy, “ you are verifying dates of employment and job title only.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 9, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Re: [Name of Former Employee]

Dear [Name of Recipient]:

I am responding to your letter of [Date of Request Letter] requesting an employment reference on the above-mentioned individual, and am able to verify the following information:

[Name of Former Employee] was employed at [Your Company Name] from [Employment Start Date] to [Employment End Date] in the position of [Job Title].

In accordance with company policy, we do not provide character references or details on our former employees other than the information provided above.

Please contact me if you have any further questions.

Sincerely,

[Your Name]

Enclosures