[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

[Applicant Name] has applied for a position with our company and listed previous employment with your company. To ensure that we can give all possible consideration to [Applicant Name]’s application, I am requesting the information below. Any information that you provide will be kept confidential. If you have any questions, please contact me at [phone number]. Thank you for your time in considering our request.

Sincerely,

[Your Name]

[Title]

|  |
| --- |
| Position with your company: |
| |  |  | | --- | --- | | Employed from | To | | Starting salary: $ | Ending salary: $ | |
| Reason for leaving: |
| |  |  |  | | --- | --- | --- | | Would you rehire? | Yes | No | |
| If no, explain: |