

Free essay about letter to employer

[Business](#), [Company](#)



We have placed an online advertisement for the position of a Laboratory Technician. has sent his Curriculum Vitae and signified his intention to work with our organization. Pursuant to the application for employment received from for the position of a Laboratory Technician, please be advised that you were named as one of his references, as the current employer. In addition, as we are considering offering the available position to , we would appreciate receiving a reference letter from you to provide us with the needed information about the applicant's work performance in your organization and from your perspective. Rest assured that the information to be disclosed would remain confidential and would be used solely in assisting evaluation of the applicant's credentials and qualifications for the position. In this regard, may I hereby request you to please send us a copy of a reference letter endorsing for the position of a Laboratory Technician with details to incorporate the following information, to wit:

- Length of time that you have known or employed the applicant and in what capacity or role;*
- The personal and professional skills exhibited;*
- The contributions made in your work setting;*
- Any significant observations related to work performance and behavior;*
- Perceived reasons for applying for the position and transferring employer;*
- Other pertinent information deemed necessary to be disclosed; and*
- Duly signed by you with your complete name, designation and company details.*

I would appreciate your immediate response in this regard.

Thank you.

Very truly yours,