**References for Admin Posts (Internal)-Successful Candidate After Interviews**

<Name> has recently interviewed for the post of <Name> and has been recommended for appointment, subject to receipt of satisfactory references. As <Name> has named you as a line manager, we would like to ask you to comment on the suitability of the candidate for the role as outlined in the attached Post Particulars, in which we draw your attention to the list of Main Responsibilities and to the Knowledge, Skills and Experience.

Please note that the candidate has the right to request to see any reference which is written on their behalf.

It would be helpful for the panel to receive this reference by <Date> in order to proceed with the appointment. We would like to take this opportunity to thank you for your assistance in this matter.

Kind Regards,

**References for Admin Posts (External)-Successful Candidate After Interviews**

<Name> was recently selected for interview for the post of <Name> and has been recommended for appointment, subject to receipt of satisfactory references. As part of the application process, <Name> has provided your name as a referee. If you are willing to provide a reference, we would like to ask you to comment on the suitability of the recommended candidate for the role. Having regard for the duties and responsibilities as outlined in the attached job description it would be helpful to the selection committee if knowledge, skills and experience were included when writing your report.

Please note that the candidate has the right to request to see any reference which is written on their behalf.

It would be helpful for the selection committee to receive this reference by <Date> in order to proceed with the appointment. We would like to take this opportunity to thank you for your assistance in this matter.

Kind Regards,