[Print on Employer letterhead]

<Prospective landlords name>

<address xxxxxxxxxxxxxxx>

<postcode>

<date>

Dear Sirs

Employee reference for <prospective tenants full name>

I have received your request for an employer’s reference for the above-named employee hereinafter referred to as the “employee”. I understand that this is required for the purposes of renting a residential property.

The employee has worked for <name of employer> for <period employed>. The employee’s current role is: <xxxxx>. The employee’s current monthly take home pay without overtime and any bonus is £<xxx>

With overtime and bonus the monthly pay on average is: <xxxxxx>

I am providing this reference in my capacity as <director, manager HR>. I confirm that I am authorised to give this reference on behalf of the <employers company name>.

I confirm the information provided in this reference is accurate and in keeping with the records held by HMRC.

This reference is given without liability and we request that you rely on your own judgment in deciding whether to grant a tenancy to the employee. The information provided herein is confidential.

Yours Sincerely

<Signature>

<name of signatory>

Note: do not send this to the employer in PDF, It must be sent in word so the document can be edited. (delete this Para after reading this).