To Whom It May Concern

Dear Sir/Madam

Judge Business School is currently recruiting for the position of **ENTER JOB TITLE** in **ENTER APPLICANT’S SUBJECT**, and **ENTER APPLICANT’S NAME** has given your name as a referee.

I would be grateful to have, in confidence, your opinion of the candidate’s suitability for this position, and your assessment of their academic standing, paying particular attention to their performance in teaching and research. A copy of the further Particulars for this post is included for your information.

Please indicate in your response whether you would wish your comments to be available for release to the person in respect to whom the reference is given, if that person were to seek disclosure. If you do noy make your position clear, then the reference will be held as confidential and will not be disclosed. There may be circumstances under which the University would be required to make a disclosure, irrespective of your wishes, but your reference will be treated in strict confidence insofar as the law allows.

It would be very helpful if you could email your reference to me at hrsupport@jbs.cam.ac.uk by **ENTER APPLICATION DEADLINE AS SPECIFIED IN JOB POSTING**. If you have any queries, please do not hesitate to contact me by email.

May I take this opportunity to thank you in advance for your assistance in this matter.

Yours sincerely,

Kal Sandhu

HR Manager

(Deputy HR Director)