Volunteer reference template letter

Copy and paste the text below onto your appropriate [MS Society letterhead template](https://volunteers.mssociety.org.uk/resources/letter-template) and add the information requested in the square brackets:

[Date]

Factual reference for new employment, study or volunteering

Dear [name],

Thank you for your request for a reference for [full name].

It is MS Society policy to provide only factual references for leavers and this should not be taken as a reflection on [name’s] performance.

I have known [name] for [number] years in my capacity as [role] and can confirm that they have volunteered with the MS Society as [role] for the [group or team name] from [date] to [date].

[Name’s] main responsibilities/tasks [were/are]:

[List main aspects of the role – specifically any that relate to the reference being asked for, based on the information you have]

* [Xxxxx]
* [Xxxxx]
* [Xxxxx]

With best regards,

[Name and role title]