

Sample Nanny Reference

This is an example of how a Family might choose to structure a reference letter for their Nanny. Do not feel you must replicate this template exactly: whilst we encourage you to include all the information listed below in the reference, each Nanny/Family relationship is unique and your personal style as well as the points you wish to mention in the letter should reflect your individual circumstances.

Date, place

To whom it may concern:

(Nanny's name) worked for our family from (date) to (date). During their time with us (Nanny's name) worked an average of (#hours) per week. (Nanny's name) worked mainly in (sole charge/shared care), and their hours were worked (midweek/in the daytime/at weekends/in the evenings .. whatever applied to your set-up: this information will help prospective future employers and agencies to determine what type of care you have been providing). (Nanny's name)'s duties included (pick-ups/ set downs from school/activities, preparing and serving meals to the children/ organising outings, managing the household .. whatever applied to your set-up).

Our child/children were (age of each child) when (Nanny's name)'s began caring for them. Here you can add a short description of what "special" skills the Nanny employed whilst working with you. Examples might be: fostering or reinforcing the acquisition of a language, supporting in reaching developmental milestones, encouraging a varied diet, proactively researching activities and outing opportunities.. Mention what made the Nanny the right carer for your family: the character traits that helped them to connect to you and your children, the type of support they were able to provide etc.

Lastly, you might wish to include a mention of why the working relationship came to an end, with the intention of reassuring future employers/agencies that your work together came to a "natural end" and that termination was not caused by dissatisfaction with the Nanny's work.

Yours sincerely,

Names of all parents/carers of the child/children

Important: *ensure that you provide as many contacts as possible in your reference letters for your carers. It is essential that future employers/agencies are able to contact you. Please include phone numbers AND email addresses, preferably those you know are not likely to change over time (i.e. personal emails are often more stable than work email addresses). Trust that agencies and other parents will not contact you unless truly necessary, but be responsive when they do. It is also very important to provide the Nanny with a hard copy of the reference letter, signed by hand.*

