



Reference check email template

Subject: Reference Check Request — [Candidate's name]

Dear [Reference's name],

I hope this email finds you well. I'm reaching out because you were listed as a reference for [Candidate's name], who is being considered for the role of [job title] at [Company name]. Your insights and feedback would greatly assist us in making an informed hiring decision.

As someone who has worked closely with [Candidate's name], we value your perspective on their skills, experience, and work style. We would appreciate it if you could spare a few minutes for a reference check discussion.

I'm available to connect at a time that is most convenient for you. Please let me know your preferred method of communication, whether it be a phone call or an email conversation.

To provide you with some context, the role requires [key responsibilities or skills]. Based on your experience working with [Candidate's name], I'm interested in learning more about their [specific skills or abilities relevant to the role].

If you have any questions or require further information, please feel free to reach out. I'm attaching a copy of [Candidate's name]'s resume for your reference.

Thank you in advance for your time, and we greatly appreciate your support in our hiring process.

Best regards,

[Your name]

[Your position]

[Your contact information]