

Reference Check Request Email Template

Use this template to reach out to your candidate's references.
Make sure to customize the template according to your context.

Subject: Reference Check Request for [Candidate's Name]

Dear [reference's name],

I hope this message finds you well. I am writing to request your assistance with a reference check for a former colleague of yours, [candidate's name], who is a candidate for a position at our organization.

Your insights are extremely valuable to us as we assess [candidate's name]'s fit for the position [position name]. Are you available for a 20-minute phone call on [date, time] or [date, time]?

Please let us know which slot works best for you.

Best regards,

[Your name]

[Your title]

[Your organization]

[Your contact information]

