

# Email template for reference request

[Date]

Dear [Referee name]

RE: [Applicant name]

[Applicant name] has applied for the position of [job title] and is being considered for the role.

They have given your name as a referee, and I would be grateful if you provide the following details:

[Recruiter to choose option 1 or 2 and delete as appropriate.]

## [Option 1]

- Position held at your organisation:
- Dates of employment:
- Main duties held:
- Your relationship to them:

## [Option 2]

- Your relationship to the applicant:
- How long you've known them:
- Dates of employment:
- Main duties held:

## Please answer a minimum of three of the following:

- Would you hire them again?
- What was their biggest accomplishment?
- What was their biggest challenge?
- What are their strengths?
- What about their weaknesses?

- Are they a good communicator?
- Is there anything you want to say about them that might not come across in their CV/in an interview?

To return your reference, please reply to this email address.

Thank you for taking the time to provide us with a reference. Any information you provide is strictly confidential.

Yours sincerely

[Your name]

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# Reference response email template

And here is a free reference response email template that you can use as a framework to formulate a reply to a reference request.

Again, simply save, copy and paste into your email, and fill in the blank sections.

[Date]

RE: [Applicant name]

Thank you for your recent request for a reference for [Applicant name]. I am happy to provide you with the following information regarding their employment with our company.

I am [Job title] at [Company name] and worked with [Applicant name] when they were employed in the role of [Job title] between [Start date] and [End date].

During [Applicant name]'s time at [Company name] I worked with them in the following capacity [Insert details].

Their main duties were [Insert details] and I found them to be [Insert details] while in the role.

[Optional] One of their biggest accomplishments during their time with [Company name] was [Insert details].

[Optional] They have strengths in [Insert details] and would benefit from training and development in [Insert details].

I believe they'll be a good fit for the role of [Insert job applied for] and an asset to your team.

If you would like to discuss any of the points above then please feel free to call me on [Insert phone number].

Yours sincerely,

[Your name]

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