

Employee Reference Check Request Email Template

Dear

I am contacting you to request a reference check for who has applied for the position of at our company.

Details:

Candidate Name:

Position Applied For:

Relationship to Candidate:

Questions:

1. How long have you known or worked with the candidate?
2. Can you describe their role and responsibilities?
3. What are the candidate's strengths and areas for development?
4. Would you rehire or work with this individual again?
5. Any additional comments or feedback?

Please let us know if you require additional information.

Thank you for your time and assistance.

Best regards,