

Reference Check Process Initiation

Date: [Insert Date]

To: [Name of Reference]

From: [Your Name]

Subject: Reference Check for [Candidate's Name]

Dear [Name of Reference],

I hope this message finds you well. I am writing to inform you that [Candidate's Name] has applied for the position of [Job Title] at [Company Name], and has provided your name as a reference. We would like to initiate the reference check process to gather insights regarding [his/her/their] qualifications and work ethic.

Your feedback will be invaluable in helping us assess [Candidate's Name] as a potential member of our team. We would appreciate it if you could take a few moments to answer the following questions:

- How long have you known [Candidate's Name] and in what capacity?
- Can you describe [his/her/their] strengths and weaknesses?
- How does [Candidate's Name] handle challenges and work under pressure?
- Would you recommend [Candidate's Name] for this position? Why or why not?

Please feel free to respond to this email or contact me directly at [Your Phone Number]. We appreciate your time and assistance in this matter.

Thank you for your support.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Your Email Address]

[Your Phone Number]