

Reference Check Follow-Up

Date: [Insert Date]

To: [Reference Name]

[Reference Position]

[Company Name]

[Company Address]

Dear [Reference Name],

I hope this message finds you well. I am reaching out to follow up on the reference check for [Candidate Name], who has applied for the [Job Title] position at [Your Company Name]. We appreciate your assistance in providing us with feedback regarding [Candidate Name]'s qualifications and work history.

If you could take a few moments to share your insights on the following aspects, it would be greatly appreciated:

- Candidate's skill set and qualifications relevant to the position
- Work ethic and reliability
- Team collaboration and communication skills
- Overall performance in previous roles

Your feedback is invaluable to us in making the best decision for our team. Please feel free to respond via email or contact me directly at [Your Phone Number]. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]