

# Reference Check Results

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

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

## Candidate Information

Name: [Candidate's Full Name]

Position Applied For: [Position Title]

## References Contacted

- [Reference 1 Name, Relation to Candidate, Contact Information]
- [Reference 2 Name, Relation to Candidate, Contact Information]
- [Reference 3 Name, Relation to Candidate, Contact Information]

## Summary of Findings

[Provide a brief summary of the results from the reference checks including any positive or negative feedback received.]

## Conclusion

[Provide your conclusion based on the reference checks about the candidate's suitability for the position.]

Thank you,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]