

Check-In Regarding Candidate Reference Responses

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the reference responses we requested for [Candidate's Name] as part of our hiring process for the [Job Title] position.

We greatly appreciate your assistance in providing insights regarding [Candidate's Name]'s qualifications and previous work experience. If you have had the opportunity to complete the reference check, please let us know your feedback at your earliest convenience. If not, we kindly ask if you could provide any information or schedule a time for us to discuss.

Thank you for your time and support. We look forward to your response.

Best regards,
[Your Name]
[Your Job Title]
[Your Company]
[Your Contact Information]