

Follow-Up on Reference Checks for [Candidate's Name]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to follow up on the reference check we initiated regarding [Candidate's Name] for the [Job Title] position at [Company Name]. Your insights into their skills and work ethic are invaluable to us as we make our final decision.

If you could provide any additional feedback or confirm the details discussed in our previous conversation, we would greatly appreciate it. Your perspective is crucial to our evaluation process.

Thank you for your time and assistance. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Your Phone Number]
[Your Email Address]