

Follow-Up on Reference Contacts

Dear [Candidate's Name],

I hope this message finds you well. I wanted to follow up regarding the reference contacts you submitted during the interview process for the [Position Title] role.

As we move forward with our evaluation, we would like to reach out to your references to gain further insights into your qualifications and experience. Please ensure that they are aware they may be contacted soon.

If you have any additional references you would recommend or if there are any updates you would like to provide, please let us know.

Thank you for your attention to this matter. We appreciate your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]