

Candidate Reference Follow-Up

Date: [Insert Date]

Dear [Reference's Name],

I hope this message finds you well. I am writing to follow up regarding my job application for the [Job Title] position at [Company Name]. I wanted to express my gratitude for agreeing to serve as a reference on my behalf.

As part of the hiring process, the company may reach out to you for a reference check. If you need any additional information about the position or the company, please feel free to ask. I appreciate your support and endorsement as I pursue this opportunity.

Thank you once again for your help. I will keep you posted on my progress throughout the hiring process.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]