Subject: Reference for [Applicant Name}

Dear [Reference Name],

Your contact information was provided to me by [Job Applicant Name]. I understand that your relationship to [applicant name] is that you were his/her former [employer/manager/supervisor/etc.] As such, you were listed as a professional reference on [Applicant Name]’s job application.

We would like to know more about this candidate’s work history, character, education and performance as we consider hiring him/her for the position of [Job Title] at/with [Business Name]. Your insights in this regard would be most helpful. Please read and answer the following questions to the best of your ability and be honest in your assessment of the job applicant.

**How do you know the job candidate?**

**How long was the candidate in your employment?**

**What were their day-to-day duties?**

**What were the performance strengths of the candidate?**

**What were the performance weaknesses of the candidate?**

**Did this candidate have any major accomplishments while in your employ?

Would you describe this person as dependable?**

**Would you hire this candidate again?**

**Is there anything else that I should know about this candidate?**

Thank you for taking the time to answer these questions. Your feedback is a valuable part of our hiring process. If you have any additional comments, please feel free to include them in the body of your email. In addition, if you have any questions, please contact [email address].

Regards,

[Name]

[Job title]

[Business name]