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 long did you work with this person?**

**What were the strengths of this person?**

**Did they have any notable weaknesses on the job? If so, what?**

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

**Did this candidate maintain their work schedule effectively? Were they ever late?

What did you like about working with this person?**

**Would you hire this person again?**

**Would you recommend that someone else hire this person?**

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]