

2 Requesting Reference for New Employee Sample Email Template

Detailed reference request template

Subject: Request for Reference for [Candidate Name]

Dear [Referee's Name],

I hope this message finds you well. I am reaching out to request a reference for [Candidate Name], who has applied for the [Job Title] position at our company. Your insights would be invaluable in helping us understand their suitability for this role.

Could you please provide feedback on the following aspects of [Candidate Name]'s professional experience?

- **Skills and Expertise:** How would you rate their proficiency in key areas related to their previous role?
- **Performance:** Can you share any specific achievements or contributions that stand out?
- **Work Ethic:** How would you describe their dedication and reliability?
- **Team Collaboration:** How effectively do they work with others?
- **Communication:** How well do they convey ideas and information?

Thank you for taking the time to assist us in our hiring process. Your feedback is greatly appreciated and will be kept confidential.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Academic reference request template

Subject: Reference Request for [Candidate Name] - Academic Background

Dear Professor/Dr. [Referee's Last Name],

I hope this email finds you well.

My name is [Your Name] and I'm a recruiter at [Your Company]. We are currently considering [Candidate Name] for a [Job Title] position at our company.

[Candidate Name] has listed you as a reference from their time at [University Name], where they studied [Candidate's Major/Field of Study]. We are very interested in learning more about their academic background and potential.

We would be grateful if you could provide some insights into the following areas:

- Academic performance in your courses, particularly in [Specific Course/Area, if applicable].
- Research abilities and analytical skills demonstrated by the candidate.
- Strengths and weaknesses you observed during their time as a student.
- Their ability to work independently and as part of a team.
- Potential for future academic or professional success.

We understand your time is valuable, and any information you can provide would be greatly appreciated. Please let me know if you are able to provide a reference. If so, would you prefer to speak over the phone or respond via email? If by email, please feel free to share whatever information you feel is relevant.

Please reply by [Date - allow at least a week].

Thank you for your time and consideration.

Sincerely,