

# 3 Recruiter Introduction to Candidates Email Template

## Initial Introduction to Passive Candidates

Subject: Exciting Opportunities at [Your Company Name]!

Hi [Candidate's Name],

I hope this message finds you well. I'm [Your Name], a recruiter at [Your Company Name]. I recently came across your profile and was impressed by your experience in [Relevant Field/Industry].

At [Your Company Name], we're always on the lookout for talented individuals like yourself who can contribute to our team. Although you may not be actively searching for new opportunities, I believe your skills and background could be a great fit for some of the exciting projects we have underway.

- **Why [Your Company Name]?**
- We value innovation and creativity.
- Our team is passionate and dedicated.
- We offer opportunities for growth and development.

If you're open to it, I'd love to chat and share more about what we're working on. Let me know if you're available for a quick call or if there's a time that works best for you.

Looking forward to the possibility of connecting.

Best regards,

[Your Name] [Your Position] [Your Company Name] [Your Contact Information]

## Introduction to Candidates via Referral

Subject: Exciting Opportunity Awaits Through [Referrer's Name]!

Hi [Candidate's Name],

I hope this message finds you well. My name is [Your Name], and I'm a recruiter at [Company Name]. I was referred to you by [Referrer's Name], who spoke highly of your skills and experience.

We have an opportunity that I believe aligns well with your background in [mention relevant field/industry]. I'd love to discuss this in more detail and learn about your career goals.

Could we schedule a time for a brief chat? Please let me know your availability, and we can set something up at your convenience.

Looking forward to connecting!

Best regards,

[Your Name] [Your Position] [Company Name] [Your Contact Information]

## Introduction for Candidates from Job Portals

Subject: Exciting Opportunity at [Company Name] - Your Skills Stand Out!

Hi [Candidate Name],

My name is [Your Name] and I'm a recruiter at [Company Name]. I came across your profile on [Job Portal Name] and was really impressed with your experience in [Specific Skill 1] and [Specific Skill 2].

Specifically, your work on [Project or Experience mentioned in profile] caught my eye. At [Company Name], we're currently looking for someone with your background to join our team as a [Job Title].

In this role, you'll be responsible for:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

I believe your skills and experience could be a great fit for this position and for [Company Name].

Would you be open to a quick chat to discuss this opportunity further?

Best regards,