Subject line: Referral from [*Employee\_name*] / [*Employee\_name*] mentioned you’re a great [*Job\_title*]

Hi [*Candidate\_Name*],

I am [*your name*], [*your job\_title*] at [*company\_name*]. We are currently looking to hire a [*Job\_title*] and [*Employee\_name*] mentioned that you might be a good fit.

From what I have seen in your [*e.g. LinkedIn or GitHub*] profile, your background is impressive and you’ve done some interesting things, similar to our projects. [*It’s best if you mention something that specifically caught your eye*.] Here, at [*Company\_name*], we’re always looking for more great people like [*Employee\_name*], so we’d like to get to know you.

Would you be available for a quick intro call [*include date and time or a period of time, e.g. ‘sometime this week’*] to learn a little bit more about our position? I’m also happy to coordinate via email or LinkedIn, if you prefer.

I hope you have a great day,

[*Your name*]

[*Signature*]