Employee referrals from external network email template | Workable

**Email Subject Line:** We’re hiring! / Do you know a great [*Job\_title]*?

Hi [*include recipient’s name, if you send to a specific individual*],

Word on the street is that [*Company\_name*] launched a search for a [*Job\_title]*.

As you may already know, here at [*Company\_name*], we always want to collaborate with talented people and we’d like your help to find our next team member.

This person will be responsible for [*Include 1-2 key duties and link to the job description, e.g. “This person will join our team of mobile developers and will be responsible for improving our iOS applications.”*]

[*It’s best to add some must-have requirements for the position, e.g. “Experience with Swift and interest in mobile technologies are required for this role.”*]

It’s a great opportunity for [*a/an* *Job\_title] who wants to [e.g. work in a diverse environment and serve customers like X, Y, Z / to be part of a growing team and help us build X product / join our X team, work with high-end technology and attend global conferences that will help them develop professionally.]*

If you know someone who you think would be a good fit, it would be great if you could refer them [*e.g. by emailing their contact details or resume.*]

Please feel free to contact me via email or at [*e.g. 1-444-555-2222*], if you have any questions.

Thank you,

[*Your name*]

[*Signature*]