Asking candidates for references email template | Workable

**Subject line:** [*Job\_title*] at [*Company\_name*]

Dear [*Candidate\_name*] / Hi [*Candidate\_name*],

Thank you for taking the time to talk to us about the [*Job\_title*] position and [*completing your assignment*]. We enjoyed getting to know you and we’d like to move to the [*next/final*] stage of the process. Could you provide me with [*two*] references of yours? It would be nice if you could send me the names, reporting relationship and phones or emails of [*two*] of your former [*managers/colleagues*].

Feel free to contact me if you have any questions.

All the best / Kind regards,

[*Your name*]

[*Your email signature*]