

REFERENCE CHECK FOLLOW-UP EMAILS

Example #1:

(Client Name),

Thank you very much from taking some time from your day to help us with our reference check. As we mentioned when we spoke, this was merely an initial reference check; we may find it necessary to call you back to gather more information should our client need more details. We appreciate your willingness to help further should we have the opportunity to call again. Both (name of candidate) and I thank you in advance for your prompt cooperation.

(Client name), if we can ever help you or someone you know in a career search, or if your organization is ever in need of a top notch (type of specialty) executive recruiter, please give us a call. Our business is built on referrals, and I've attached a list of clients and candidates who will positively attest to the impact we've helped make on their firm. Many of these names are names you will know. Again, our business is built on referrals, and we would love the opportunity to earn yours.

Regards,

Example #2:

(Client name),

Thank you very much from taking some time from your day to help us with our reference check of (name of candidate). I appreciate the insights you were able to share and please know the information you provided will be kept with the strictest confidence. Should we have the need for further information, both (name of candidate) and I thank you in advance for your prompt cooperation.

It was also a pleasure learning more about your professional accomplishments and future aspirations. I will be in touch when I have information that will provide value for either your current role or a potential future one. I have attached a list of recent candidates we have placed; please feel free to call them as they are un-prepped so you will get an honest assessment of our track record. As I said in our conversation - don't listen to what I have to say about me; instead, listen to what my clients and candidates say and then decide if we are the right team for you.

Thanks,