

Subject: Reference Request - [Candidate Name] - [Job Role]

Dear [Reference Name],

[Candidate Name] is currently being considered for the position of [Job Title] at [Company Name], and they have provided your name as a professional reference.

As we evaluate their suitability for our technical team, we would greatly appreciate your feedback on the following areas:

- In what capacity and for how long did you work with the candidate?
- How would you rate their technical proficiency in [Key Skill/Language]?
- Can you describe their ability to solve complex problems and meet project deadlines?
- How do they collaborate within a team or agile environment?
- What are their primary strengths and areas for professional growth?
- Would you rehire them in the future?

If you prefer to discuss this over the phone, please let me know your availability and the best number to reach you.

Thank you for your time and for helping us with our hiring process.

Best regards,

[Your Name]

[Your Title]

[Company Name]