

Subject: Personal Reference Request - [Candidate Name]

Dear [Reference Name],

I am currently processing the application of [Candidate Name] for the position of [Job Title] at [Company Name].

[Candidate Name] has provided your name as a personal reference. As they are early in their career, your insights into their character and potential are very valuable to us.

Could you please take a moment to answer the following questions regarding the candidate:

- In what capacity do you know the candidate and for how long?
- How would you describe their reliability and work ethic?
- Are they able to work well as part of a team?
- What do you consider to be their greatest strengths?
- Are there any areas where you believe they might need additional support or training?

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

Thank you for your time and assistance in our hiring process.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]