

Email Subject: (REFERRING EMPLOYEE'S NAME) Thought You'd be Great at (COMPANY NAME)

Hi (FIRST NAME),

(REFERRING EMPLOYEE'S NAME) gave me your contact information. They've been a fantastic employee and when that kind of employee makes a recommendation, we listen.

(COMPANY NAME) is hiring for a (POSITION TITLE). (REFERRING EMPLOYEE'S NAME) gave me some quick details about your experience and it sounds like you'd be a great fit. I'd love to learn more about you and discuss this role.

Are you available for a quick call this week to discuss further?

(YOUR NAME AND TITLE)