

Courtesy title (Dr., Ms., Mr., The Honorable, etc.) and Full Name
Name of organization or business (if applicable)
Street address
City, State Zip code

Dear [INSERT NAME],

I am pleased to confirm that you have advanced to the next stage in the recruiting process which is reference checking.

Shortly, you will receive an email from [Xref](#), asking you to enter reference details online. **Please read and follow the email instructions from Xref carefully and take action as soon as possible** to avoid any delays. **You must also contact your references directly to ensure they know to expect an email from Xref.**

Please provide at least three references, two of which must be current or previous supervisors. All **references listed by you must be contacted by their work email address**. If you have questions or concerns on choosing the most appropriate employment reference, please call us to discuss.

Your references will automatically receive an email requesting them to complete your reference check online. Please ensure you notify them of this process.

Your references will receive a reminder every 24 hours for three (3) days. If a referee has not responded within three (3) days you will be notified by email to follow up or provide a different reference.

Once your reference completes the reference questionnaire, we will receive a document in PDF format.

If you have any support issues / questions about using Xref, contact the helpdesk by emailing / calling the Xref support team at support@xref.com / 647.243.5902 or if you have any other questions please contact me on [YOUR DETAILS]

Thanks,

Sincerely,

Your Name
Job Title