

6. Thank you email after a referral

Subject: Thank you for a great referral

Hi [First Name],

Hope you are doing well! I am glad we were able to connect during [event name]. It was great to know more about the HR world and how it works. I would really like to thank you for your referral during our conversation. I went back and looked at [name of the candidate]'s resume and profile and I believe he will be a great fit for our team.

I would like to let you know that we have set up an interview with him/her to know more about his / her experience and skills. I'm grateful for this reference. I was wondering if you would have more such referrals? I am currently looking for more candidates in the following roles:

[List the roles in bullet points]

I was impressed by your initial reference and would love to see if you have more such candidates for me. If this is an independent service you would like to do for my company, that is possible, as well. I really would like to discuss this more over a call or an in-person meeting. I understand you have a busy schedule, but could you take out a few minutes to further discuss this?

Once again, I'm glad we could connect at [event name]. I hope to hear from you soon.

Signature