

Email Subject: You'd be Great at [COMPANY NAME]

Hi [FIRST NAME],

I received your contact information from [REFERRING EMPLOYEE'S NAME]. They've been a valuable employee and believe you will also make a great addition to our company.

[GIVE DETAILS OF YOUR COMPANY TO INCLUDE YOUR COMPANY CULTURE]

[COMPANY NAME] is currently hiring for a [POSITION TITLE] and we would love to consider you for the position.

[PROVIDE A BRIEF OUTLINE OF THE POSITION]

I'd love to learn more about you and discuss this role. Are you available for a quick call this week?

Sincerely,

[YOUR NAME]

[TITLE]

[COMPANY NAME]

[EMAIL ADDRESS]

[COMPANY WEBSITE]