



Hi [name of potential employee],

I came across your profile and noticed that we have [list something you have in common i.e. mutual connection, worked in similar field etc.].

My name is [your name] and I'm the [your title]. At [your company name] we are [described exactly what you do and why you're different than others. For example, "At our hospitality company, we are doing things different than others in our industry. We invest heavily into our company culture, learning and development and employee engagement strategies. By doing so, our team members are given the opportunity to grow their careers with us or in another field if they so choose."].

Your experience in [what is it that you noticed about their work history that garnered your attention? Mention that here] would greatly contribute to our efforts and I would like to share what we're building.

Are you available to meet [name a specific day, time and location. Volunteer a few days/times that they can pick and choose from. Don't ask if they are interested in meeting, be direct by suggesting days/times].

Thank you.
[Your name]

Signature