

Application for Employee Referral Program

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Application for Employee Referral Program

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in participating in the Employee Referral Program and to recommend [Candidate's Name] for the position of [Job Title] at [Company Name].

[Candidate's Name] has [brief description of qualifications and experience]. I believe they would make a great addition to our team, bringing valuable skills and a strong work ethic.

Please let me know if you require further information regarding [Candidate's Name]. I appreciate your consideration and look forward to your reply.

Thank you,

[Your Name]

[Your Job Title]

[Your Contact Information]