

Employee Referral Endorsement Letter

Date: [Insert Date]

To: [Hiring Manager's Name]

[Company Name]

[Company Address]

Dear [Hiring Manager's Name],

I am writing to enthusiastically endorse [Employee's Name] for the open [Job Title] position at [Company Name]. Having worked with [Employee's Name] for [duration] in the [Department/Team Name], I have witnessed their exceptional skills and dedication firsthand.

[Employee's Name] consistently demonstrates [specific skills or qualities relevant to the position, e.g., strong leadership, excellent communication, problem-solving abilities]. Their ability to [specific examples of contributions or achievements] has made a significant impact on our team.

I firmly believe that [Employee's Name] would be a valuable asset to the [Job Title] role and the entire company. I highly recommend them for consideration in the referral program.

Thank you for considering my endorsement. Please feel free to reach out to me if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]