

Internal Referral Program Application

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Internal Referral for [Position Title]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally refer [Candidate's Name] for the [Position Title] position in [Department/Team Name]. Having worked with [Candidate's Name] at [Previous Company/Context], I can confidently vouch for their skills and qualifications that align with the requirements of the role.

[Candidate's Name] has demonstrated exceptional [mention specific skills or traits relevant to the job], which I believe will greatly contribute to our team's success. Their experience in [briefly describe relevant experience] has equipped them with a strong foundation that aligns well with our company's values and goals.

For your reference, I have attached [Candidate's Name]'s resume for your review. I strongly encourage you to consider them for this opportunity as I believe they would be a valuable addition to our team.

Thank you for considering this referral. Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]