

# Referral for Job Shadowing

Date: [Insert Date]

To Whom It May Concern,

I am writing to refer [Candidate's Name] for a job shadowing opportunity at [Company/Organization Name]. I have had the pleasure of knowing [Candidate's Name] for [duration] and have been consistently impressed by their [mention skills, qualities, or experiences relevant to the shadowing opportunity].

[Candidate's Name] has a strong interest in [specific field or role], and I believe that gaining hands-on experience through job shadowing would greatly enhance their understanding and skills in this area.

I highly recommend [Candidate's Name] for this opportunity. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for considering this referral.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization]