

# Job Referral Letter

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to refer [Candidate's Name] for the [Job Title] position at [Company Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Previous Company/Organization], and I can confidently recommend [him/her/them] for this role.

[Candidate's Name] has demonstrated strong skills in [specific skills or expertise relevant to the job], which I believe will be valuable to your team. Moreover, [he/she/they] possesses a strong work ethic, excellent communication abilities, and the adaptability needed for the fast-paced environment at [Company Name].

In addition to [his/her/their] technical skills, [Candidate's Name] is a team player who thrives in collaborative settings and consistently contributes to group success.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or insights regarding [Candidate's Name].

Thank you for considering this recommendation. I am confident that [he/she/they] will be a great addition to your team.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]