

Job Referral Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge the job referral you provided for my [relation, e.g., brother, sister] [Family Member's Name]. I truly appreciate your assistance in this matter.

Your support in helping [Family Member's Name] explore opportunities at [Company Name] means a lot to our family. We are hopeful that this referral will lead to a successful outcome.

Thank you once again for your kindness and consideration. Please let me know if there's anything I can do to return the favor in the future.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]