

Job Referral Acknowledgment

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

Thank you for referring [Candidate's Name] for the [Job Title] position at [Your Company Name]. We appreciate your effort in recommending a potential candidate.

We have received the information and will proceed with the interview process. Should the candidate be selected, we will keep you informed throughout the recruitment process.

Thank you once again for your support and collaboration. If you have any questions, feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]