

Letter of Appreciation

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere appreciation for your invaluable assistance in referring [Candidate's Name] for the [Job Position] at [Company Name].

Your support and trust in our hiring process have played a significant role in our success in finding the right fit for our team. [Candidate's Name] has proven to be a remarkable addition, and their contributions have already had a positive impact on our projects.

Thank you once again for your efforts and for believing in our team. Your referrals not only help us find talented individuals but also strengthen our relationship with you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]