

Letter of Recognition for Successful Employment Referral

Date: [Insert Date]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally recognize your successful referral of [New Employee's Name] to join our team as [Position Title]. We are thrilled to have them onboard, and we truly appreciate your support in helping us find such a talented individual.

Your keen eye for talent and willingness to recommend [New Employee's Name] demonstrates your commitment to our company's growth and success. Your referral has not only strengthened our team but also reaffirmed the value of collaboration within our organization.

As a token of our appreciation, we would like to offer you [insert reward, e.g., a gift card, extra day off, etc.]. Thank you for being an integral part of our recruitment efforts and contributing to our team's success.

Once again, congratulations, and thank you for your invaluable contribution!

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]