

# Letter of Referral

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

Dear [Recipient's Name],

I am writing to recommend [Job Seeker's Name] for the position of [Job Title] at [Company Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization], where [he/she/they] served as [Job Seeker's Position]. During this time, I observed [his/her/their] exceptional skills in [mention relevant skills or experiences].

[Job Seeker's Name] is known for [mention qualities or achievements]. [He/She/They] consistently demonstrated [his/her/their] commitment to [specific tasks or projects] and achieved remarkable results, such as [mention specific accomplishment or project].

I am confident that [Job Seeker's Name] will bring the same level of dedication and expertise to your team. I wholeheartedly recommend [him/her/them] for the [Job Title] position, and I believe [he/she/they] will be a valuable asset to [Company Name].

Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]