

Internal Referral Letter

Subject: Referral for [Job Title] Position

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to refer my colleague, [Candidate's Name], for the [Job Title] position in [Department/Team] that was recently advertised. I believe [Candidate's Name]'s skills and experience make them an excellent fit for this role.

[Candidate's Name] has been with our company for [duration] and has consistently demonstrated exceptional performance in [specific tasks or projects]. Their expertise in [mention relevant skills or experiences] specifically aligns with the requirements of the [Job Title] position.

I am confident that [Candidate's Name] will bring a great deal of value to the team and contribute positively to our goals. I highly recommend considering them for an interview.

Thank you for considering this referral. Please feel free to reach out to me if you have any questions or need further information about [Candidate's Name].

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]