

Employee Referral Letter

Date: [Insert Date]

To: [Hiring Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Hiring Manager's Name],

I am writing to refer [Candidate's Name], a talented [candidate's profession or field] with [number of years] years of experience in [specific skills or industry]. I believe [he/she/they] would be an excellent fit for the [Job Title] position that is currently open at [Company Name].

[Candidate's Name] has worked at [Previous Company Name] where [he/she/they] successfully [mention any relevant achievements or responsibilities]. [He/She/They] possess strong skills in [mention specific skills relevant to the job], making [him/her/them] a valuable addition to your team.

I highly recommend [Candidate's Name] for this role, as I am confident that [his/her/their] expertise and work ethic align with the values and goals of [Company Name].

Thank you for considering this referral. Please feel free to reach out to me if you would like more information about [Candidate's Name].

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]