

Internal Referral Letter

Date: [Insert Date]

To: [Hiring Manager's Name]

From: [Your Name]

Subject: Internal Referral for [Position Title]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally refer [Candidate's Name] for the [Position Title] opening within our team. I have had the pleasure of working with [Candidate's Name] for [duration] on [specific projects or roles], and I believe they would be an excellent fit for this position.

[Candidate's Name] possesses a strong skillset in [list relevant skills or experiences], which I believe aligns perfectly with the requirements for this role. Additionally, their [mention any personal attributes, e.g., work ethic, team spirit] makes them an ideal candidate for our company culture.

I highly recommend [Candidate's Name] for the position and trust that they will contribute positively to our team. Please let me know if you would like me to provide further information or arrange a meeting with [Candidate's Name].

Thank you for considering my referral. I look forward to seeing our team grow with talented individuals.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]