

Referral Suggestion for Hiring Process

Date: [Insert Date]

To: [Hiring Manager's Name]

Position: [Position Title]

Company: [Company Name]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to recommend [Candidate's Name] for the [Position Title] at [Company Name]. Having worked with [him/her/them] for [duration] at [Your Company/Organization], I believe [he/she/they] would be a valuable addition to the team.

[Candidate's Name] has demonstrated outstanding skills in [mention specific skills or experiences relevant to the job], and has consistently [mention any significant achievements or contributions]. I am confident that [his/her/their] expertise and positive attitude will contribute greatly to the success of our team.

Please feel free to reach out to me if you would like to discuss [Candidate's Name]'s qualifications further.

Thank you for considering this referral.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]