

Letter of Referral

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to highly recommend [Candidate's Name] for the position of Data Analyst at your organization. Having worked closely with [him/her/them] at [Your Company/Organization], I can confidently say that [he/she/they] possesses the skills, experience, and work ethic that are essential for success in this role.

[Candidate's Name] has an exceptional ability to analyze complex data sets and produce actionable insights. [He/She/They] is proficient in statistical software tools such as [list relevant tools, e.g., SQL, R, Python], and has demonstrated expertise in data visualization techniques. [His/Her/Their] contributions to our team have significantly improved our data-driven decision-making processes.

In addition to [his/her/their] technical skills, [Candidate's Name] is a team player who communicates effectively with both technical and non-technical stakeholders. [He/She/They] consistently showcases [his/her/their] talents in collaboration and problem-solving.

I truly believe that [Candidate's Name] would be an invaluable asset to your team. Please do not hesitate to reach out if you have any further questions regarding [his/her/their] qualifications.

Sincerely,

[Your Name]

[Your Position]