

Referral Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for the position of Operations Manager at [Recipient's Company]. I had the pleasure of working with [Candidate's Name] for [duration] at [Your Company], where they consistently demonstrated exceptional skills in operations management.

[Candidate's Name] effectively streamlined processes, improved operational efficiency, and expertly managed cross-functional teams. Their ability to analyze data and implement strategic initiatives resulted in a [specific achievement or improvement] that significantly benefited our organization.

Aside from their operational capabilities, [Candidate's Name] possesses outstanding leadership qualities and fosters a positive work environment. Their communication skills, coupled with their talent for problem-solving, make them an invaluable asset to any team.

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Recipient's Company]. If you have any further questions, please feel free to reach out to me.

Thank you for considering this referral.

Sincerely,
[Your Name]
[Your Position]
[Your Company]