

# Letter of Acknowledgment for Recruitment Referral

Date: [Insert Date]

Dear [Referrer's Name],

We hope this message finds you well. We would like to take a moment to express our sincere gratitude for referring [Candidate's Name] for the [Job Title] position at [Company Name].

Your support in helping us find talented individuals is truly appreciated. We value your input and trust in our hiring process, and we assure you that the candidate will receive fair consideration.

Thank you once again for your referral. We will keep you updated on the progress of the hiring process.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]