

Referral Letter Sample for Job

[Your Name]

[Your Title]

[Your Company Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to refer [Candidate's Name] for the position of [Job Title] at [Company Name]. I have known [Candidate's Name] for [duration] in the capacity of [relationship, e.g., colleague, mentor, supervisor]. Throughout this time, [he/she/they] has/have consistently displayed a strong work ethic, outstanding skills, and a dedication to excellence.

[Candidate's Name] has a proven track record in [specific field or skill], with notable achievements such as [specific accomplishment]. Their ability to [specific skill or quality] makes them an excellent fit for the [Job Title] position at your company.

Candidate Information:

- Name: _____
- Position Applied For: _____
- Key Skills: _____

I am confident that [Candidate's Name] will be a valuable addition to your team.

Please do not hesitate to contact me for further information or to discuss

[Candidate's Name]'s qualifications in more detail.

Sincerely,

[Your Name]

[Your Title]