

Professional Job Referral Letter

Subject: Referral for [Candidate Name]

Dear [Hiring Manager's Name],

I am pleased to refer [Candidate Name] for the [Position] role at [Company Name]. I have worked with [Candidate Name] for [X years] at [Current/Previous Company] and can personally vouch for their professionalism, skills, and dedication.

[Candidate Name] excels in [specific skills or achievements] and has consistently delivered exceptional results. I am confident that they would be a valuable addition to your team.

Please feel free to reach out to me for any additional information or clarification.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

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