

Formal Employment Referral Letter

Subject: Employment Referral for [Candidate Name]

Dear [Hiring Manager Name],

I am writing to formally refer [Candidate Name] for the [Position] at [Company Name]. In my capacity as [Your Position] at [Your Company], I have had the pleasure of working with [Candidate Name] for [X years]. Their professionalism, expertise, and commitment are commendable.

I strongly endorse their application and am confident they will contribute significantly to your team.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

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