

Preliminary Employee Referral Email

Subject: Potential Candidate Recommendation

Dear [Hiring Manager's Name],

I'd like to put [Candidate's Name] forward for consideration for the [Job Title] role. I have not worked extensively with them, but based on their reputation and the feedback I've received from trusted colleagues, I believe they could be a good match.

This referral is preliminary, but I would encourage a conversation to explore whether they align with your requirements.

Best regards,

[Your Name]

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