

Professional Employee Referral Cover Letter

Subject: Referral for [Candidate's Name]

Dear [Hiring Manager's Name],

I am writing to formally recommend [Candidate's Name] for the position of [Job Title] at [Company Name]. I have had the privilege of working with [Candidate's Name] at [Previous Company/Project] and witnessed firsthand their exceptional skills in [specific expertise]. Their professionalism, dedication, and teamwork consistently set them apart.

I am confident that [Candidate's Name] would be a strong asset to your team. They not only bring technical expertise but also a positive attitude that enhances workplace collaboration.

Please feel free to reach out to me if you require further details regarding their professional background.

Sincerely,

[Your Name]

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