

Formal Employee Referral Letter for Internal Position

Subject: Internal Referral for [Candidate's Name]

Dear [HR Manager's Name],

I am pleased to recommend [Candidate's Name], who is currently part of our [Department] team, for the open [Job Title] position. Their track record here at [Company Name] has been outstanding, and their achievements in [specific tasks or projects] demonstrate their readiness for this role.

As a colleague, I've seen their ability to manage responsibilities with diligence, and I believe they have the qualifications to succeed in this higher capacity.

Thank you for considering this recommendation.

Respectfully,

[Your Name]

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