

# Internal Referral Letter

[Your Name]

[Your Job Title/Position]

[Your Department]

[Your Company/Organization]

[Company Address]

[City, State, ZIP Code]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title/Position]

[Recipient's Department]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Internal Referral for [Referral Candidate's Name]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to wholeheartedly recommend a highly qualified and talented individual, [Referral Candidate's Name], for a position within your department at [Recipient's Company/Organization]. As an esteemed colleague of mine, I am confident that [Referral Candidate's Name] would be a valuable addition to your team and contribute significantly to the continued success of our organization.

[Referral Candidate's Name] and I have worked closely together for [duration of time], during which I have had the privilege of observing their exceptional skills, dedication, and passion for their work. Their expertise in [relevant field/industry] has consistently impressed me, and their ability to [mention specific strengths or accomplishments] has been instrumental in achieving [mention specific achievements or project successes]. Moreover, their excellent communication and interpersonal

skills make them an excellent collaborator and team player.

I believe [Referral Candidate's Name]'s professional background and personal qualities align perfectly with the requirements of the position you are looking to fill. I have personally discussed this opportunity with them, and they have expressed great enthusiasm and interest in contributing to the success of your department and the broader organization.

I am confident that [Referral Candidate's Name] would seamlessly integrate into your team and quickly make valuable contributions. With their remarkable work ethic, innovative mindset, and strong problem-solving abilities, they will undoubtedly thrive in your dynamic and challenging environment.

Please find [Referral Candidate's Name]'s resume attached to this letter for your review. I highly recommend reaching out to them to schedule an interview to further explore how their skills and experiences can benefit your team.

If you require any additional information or have any questions, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Thank you for considering my recommendation, and I am confident that you will find [Referral Candidate's Name] to be an exceptional candidate for the position. Your time and attention to this matter are greatly appreciated.

Wishing you the best in finding the perfect candidate for your team.

Sincerely,

[Your Name]