

Professional Internal Referral Letter

Subject: Referral for [Candidate Name] – [Position Title]

Dear [Hiring Manager's Name],

I am writing to recommend [Candidate Name] for the [Position Title] role within our organization.

Having worked closely with [Candidate Name] for [duration], I can confidently vouch for their skills, dedication, and alignment with our company's values.

[Candidate Name] has demonstrated exceptional abilities in [list key skills relevant to the role], and I believe they would make an immediate positive impact on the team. I am happy to provide further details regarding their achievements and contributions upon request.

I strongly encourage you to consider [Candidate Name] for this opportunity.

Sincerely,

[Your Name]

[Your Department/Position]

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