

Formal Detailed Internal Referral

Subject: Strong Recommendation for [Candidate Name]

Dear [Hiring Committee],

I am pleased to submit my formal internal referral for [Candidate Name] for the [Position Title] role.

Over the past [duration], I have observed their consistent performance, leadership potential, and commitment to excellence.

[Candidate Name] has successfully led [specific projects or initiatives], demonstrating capabilities in [skills, e.g., project management, team coordination]. Their collaborative nature and problem-solving aptitude make them a valuable candidate for this position.

Please feel free to contact me for any further information to support this referral.

Best regards,

[Your Name]

[Department/Position]

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