

Heartfelt Internal Referral

Subject: Recommendation for [Candidate Name]

Dear [Hiring Manager],

I am genuinely excited to recommend [Candidate Name] for the [Position Title] role. Beyond their professional skills, [Candidate Name] is a dedicated, empathetic, and highly collaborative colleague who has always gone above and beyond to support our team.

Their work on [specific project] was exceptional and directly contributed to our department's success. I wholeheartedly endorse [Candidate Name] and am confident they will excel in this new role.

Warm regards,

[Your Name]

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