

Official Referral Letter

Subject: Official Internal Referral " [Candidate Name]

To Whom It May Concern,

I hereby formally refer [Candidate Name] for the [Position Title] position within [Department/Division].

My professional experience with them over [duration] confirms their aptitude, reliability, and fit for this role.

This recommendation is submitted for official consideration in line with company referral protocols.

Sincerely,

[Your Name]

[Department]

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