

**Date:** [Date]

**To:** [Hiring Manager Name or HR Department]

**From:** [Your Name]

**Department:** [Your Current Department]

**Subject:** Internal Referral for [Candidate Name] - [Job Title/Requisition ID]

Dear [Hiring Manager Name],

I am writing to formally recommend *[Candidate Name]* for the position of *[Job Title]* within the *[Department Name]*. Having worked with *[Candidate Name]* previously at *[Previous Company/Context]*, I am confident in their ability to contribute significantly to our team.

During our professional association, I observed their strengths in *[Skill 1]* and *[Skill 2]*. Specifically, they excel at *[Briefly mention a specific achievement or work habit]*, which aligns closely with our company's core value of *[Company Value]*.

I believe *[Candidate Name]* possesses the technical expertise and cultural fit necessary to excel in this role. I have attached their resume for your review and would be happy to provide further insights regarding their qualifications at your convenience.

Best regards,

[Your Signature]

[Your Employee ID/Contact Extension]