

Date: *[Date]*

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

From: *[Your Name]*

Department: *[Your Current Department]*

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

Dear *[Hiring Manager Name]*,

I am writing to formally recommend *[Candidate Name]* for the position of *[Job Title]* currently open within the *[Department Name]* department.

I have known *[Candidate Name]* for *[Number]* years in a *[Professional/Academic/Personal]* capacity. During our time working together at *[Previous Company or Project]*, I was consistently impressed by their *[Specific Skill 1]* and *[Specific Skill 2]*.

Specifically, I believe they would be an excellent fit for our company culture and this role because:

- *[Detail regarding candidate's relevant achievement or trait]*
- *[Detail regarding candidate's technical proficiency or experience]*
- *[Detail regarding how they align with company values]*

I have attached *[Candidate Name]*'s resume for your review. I am confident that their background makes them a strong contender for the team, and I am happy to provide further insights regarding their work ethic or qualifications should you require them.

Best regards,

[Your Signature]

[Your Job Title]

[Your Email Address / Extension]