

Date: *[Date]*

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

From: *[Your Name]*

Department: *[Your Current Department]*

Subject: Internal Employee Referral - *[Candidate Name]* for *[Job Title]*

Dear *[Hiring Manager Name]*,

I am writing to formally recommend *[Candidate Name]* for the *[Job Title]* position within the *[Department Name]* department. I have known the candidate for *[Number]* years in a *[Professional/Personal]* capacity.

During our time working together at *[Previous Company or Project]*, I was consistently impressed by their *[Key Skill 1]* and *[Key Skill 2]*. Specifically, they excel at *[Specific Achievement or Technical Strength]*, which I believe aligns perfectly with our team's current goals regarding *[Project or Company Objective]*.

Beyond their technical qualifications, *[Candidate Name]* possesses a collaborative mindset and a strong work ethic that reflects our company values. I am confident they would be a cultural asset to the team and contribute immediately to our success.

I have attached their resume for your review. I would be happy to discuss my experience with *[Candidate Name]* further should you have any questions.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Job Title]