

[Your Full Name]
[Current Job Title]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Department, e.g., Quality Assurance / R&D]
[Company Name]
[Company Address]

RE: REFERRAL FOR [JOB TITLE] - [JOB REQUISITION NUMBER]

Dear [Mr./Ms./Mx. Last Name],

I am writing to formally recommend [Candidate Name] for the position of [Job Title] at [Company Name]. Having worked closely with [Candidate Name] at [Previous Company/Context] for [Number] years in the [Specific Department] department, I can attest to their exceptional technical proficiency and professional integrity within the pharmaceutical industry.

During our tenure together, [Candidate Name] demonstrated expert knowledge in [Specific Skill, e.g., GMP compliance, formulation development, or regulatory affairs]. One notable achievement included [briefly describe a specific project or metric]. Their approach to complex pharmacological challenges and commitment to quality standards consistently exceeded organizational benchmarks.

What distinguishes [Candidate Name] is their ability to bridge the gap between [technical area A] and [technical area B]. Their meticulous attention to detail and deep understanding of [Specific Regulation/Standard, e.g., FDA/EMA guidelines] make them an ideal fit for your current team's objectives.

I am confident that [Candidate Name] will be a significant asset to [Company Name] and will contribute immediately to your [Current Project or Department Goal]. I am available to provide further details regarding their qualifications at your convenience.

Thank you for your time and consideration.

Sincerely,

[Your Printed Name]

[Your Professional Title]