| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |
| --- | --- |

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for the Referral

Dear \_\_\_\_\_\_ (Name of the Recipient)

With this letter, I want to thank you for referring \_\_\_\_\_ (Write the name of the candidate) for the post of Key Account Manager for our new segment. I am extremely thankful to you for providing me with such a good reference.

Employee referrals always seem to be a great source for hiring. As per our policy if your referred candidate gets hired, we will offer you a reward of \_\_\_\_\_\_ (Write the Reward Value). We are hoping to select \_\_\_\_\_ but the last decision rests with \_\_\_\_\_ so I am waiting for a response from them. I will keep you updated about the job status of the candidate referred by you.

Once again, thank you for your referring \_\_\_\_\_\_ for the post.

Sincerely,

(Signature)

Sender’s Full Name