| ***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)

Thank you very much for notifying and referring me for the post of HR Manager at the \_\_\_\_\_ Company (Write the name of the company). I am grateful to you for taking out time from your hectic schedule and referring my profile to the hiring team.

Thank you for trusting me and keeping confidence in me. It’s because of your referral that today I have received an offer letter from the \_\_\_\_\_ Company. I am extremely thankful for your help.

Kindly let me know if I can be of any help to you. I would like to return the favor by helping you. Once again, thank you so much.

Sincerely,

(Signature)

Sender’s Full Name