

Subject: Referral Received: [Candidate Name] for [Job Title]

Dear [Employee Name],

Thank you for referring **[Candidate Name]** for the **[Job Title]** position at [Company Name]. We have successfully received their application and your recommendation.

Our talent acquisition team will review the candidate's qualifications to determine if their skills align with our current needs. We will keep you updated on the progress of their application as it moves through our recruitment process.

Referrals are a vital part of our growth, and we truly appreciate you helping us find great talent to join our team.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]