

Thank-You Letter for Job Referral from Colleague

Dear [Colleague's Name],

I hope this message finds you well. I am writing to sincerely thank you for referring me for the [position/job opportunity] at [Company Name]. I truly appreciate the time and effort you took to recommend me and for the confidence you have shown in my abilities.

Your support means a great deal to me, and I am grateful for the trust you have placed in my work. Your endorsement has opened up a valuable opportunity for my professional growth, and I am enthusiastic about the possibilities ahead.

Please know that I deeply value your help, and I am always willing to return the favor in any way I can. Thank you once again for your thoughtfulness and encouragement.

Warm regards,
[Your Name]