

Thank-You Letter to Friend for Job Referral

Dear [Friend's Name],

I hope this message finds you well. I wanted to take a moment to thank you sincerely for referring me for the position at [Company Name]. I truly appreciate you thinking of me and taking the time to recommend my skills and experience to your colleagues.

Your support and trust in my abilities mean a great deal, and I am grateful to have you in my corner. Thanks to your referral, I have been given the opportunity to pursue a role that aligns with my career goals, and I am excited about the prospects ahead.

I value our friendship and the confidence you have shown in me. Please know that your kindness has made a positive impact on my professional journey, and I am always here to return the favor should the need arise.

Thank you once again for your support and encouragement. I will keep you updated on my progress throughout the hiring process!

Warm regards,
[Your Name]