

Dear [Colleague/Supervisor Name],

I am writing to sincerely thank you for referring me for the [Position Title] position within [Department/Team] at [Company Name]. I truly appreciate the support and confidence you have shown in my abilities through your recommendation.

Your endorsement not only means a great deal to me professionally, but it also motivates me to continue contributing positively to our team. I am excited about the opportunity this new role presents and look forward to the possibility of taking on new challenges and driving results within the organization.

Thank you once again for your trust and support. Please let me know if there is ever anything I can do to return the favor.

Sincerely,
[Your Name]