

To: [Name of Decision Maker/Hiring Committee]

From: [Your Name]

Date: [Current Date]

Subject: Recommendation for [Candidate Name] - Human Resources Manager

Dear [Name of Decision Maker],

It is my pleasure to formally recommend [Candidate Name] for promotion to the position of Human Resources Manager. Having worked closely with [Candidate Name] for [Number] years in their current role as [Candidate's Current Job Title], I have seen firsthand their dedication to our company and their expertise in HR operations.

During their tenure, [Candidate Name] has consistently demonstrated leadership in key areas, including [mention 1-2 skills, e.g., employee relations and recruitment]. They have been instrumental in [mention a specific achievement, e.g., improving the onboarding process or resolving complex personnel issues], which resulted in [mention a positive outcome].

Beyond their technical skills, [Candidate Name] possesses the high level of emotional intelligence and professional integrity required to lead our HR department. They are a trusted advisor to both staff and management, consistently ensuring that our company policies align with our organizational values.

I am confident that [Candidate Name] is ready for this next step and will excel as our new HR Manager. Please feel free to contact me if you require any further information regarding this recommendation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]