

[Your Name]
[Your Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]

Subject: Letter of Recommendation for [Candidate Name] for Promotion to HR Director

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for promotion to the position of Human Resources Director. Having worked closely with [him/her/them] for [Number] years in [his/her/their] role as [Current Title], I have seen firsthand [his/her/their] exceptional leadership and strategic vision.

[Candidate Name] has consistently demonstrated a deep understanding of organizational development, talent acquisition, and employee relations. One of [his/her/their] most significant achievements was [mention a specific achievement, e.g., implementing a new performance management system or reducing turnover by X%], which resulted in [mention a positive outcome].

Beyond technical expertise, [Candidate Name] possesses the high level of emotional intelligence and integrity required to lead the HR department. [He/She/They] is a trusted advisor to senior management and a fair advocate for our employees. [His/Her/Their] ability to navigate complex legal compliance issues while maintaining a positive company culture is outstanding.

I am confident that [Candidate Name] is fully prepared to take on the responsibilities of HR Director. [He/She/They] will undoubtedly continue to drive excellence and support our company's long-term goals.

Please feel free to contact me if you require any further information.

Sincerely,

[Signature]

[Your Printed Name]