

[Date]

[Recipient Name]
[Recipient Title/CEO]
[Company Name]

Subject: Recommendation for Promotion of [Candidate Name] to Chief Human Resources Officer

Dear [Recipient Name],

It is with great enthusiasm that I recommend [Candidate Name] for promotion to the position of Chief Human Resources Officer (CHRO) at [Company Name]. Having worked closely with [Candidate Name] in their current role as [Current Job Title], I have witnessed firsthand their exceptional leadership, strategic vision, and commitment to our organizational culture.

[Candidate Name] has been instrumental in [mention a specific achievement, e.g., scaling our talent acquisition strategy or implementing a global DEI initiative]. They possess a unique ability to align human resources initiatives with our broader business objectives, ensuring that our workforce is not only productive but also highly engaged.

Key strengths that make [Candidate Name] the ideal candidate for the CHRO role include:

- **Strategic Planning:** Proven ability to develop long-term people strategies that drive business growth.
- **Leadership Development:** A track record of mentoring high-potential employees and building strong internal pipelines.
- **Crisis Management:** Exceptional skill in navigating complex employee relations and organizational changes.
- **Cultural Stewardship:** A deep understanding of our core values and a dedication to fostering an inclusive workplace.

As [Company Name] continues to evolve, I am confident that [Candidate Name] has the expertise and the temperament to lead our HR department at the executive level. They have earned the trust of the leadership team and the respect of employees across all departments.

I strongly endorse [Candidate Name] for this promotion and look forward to the continued impact they will have on our organization in this new capacity.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]