

[Date]

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

Subject: Letter of Support for [Candidate Name] - Promotion to Senior HR Generalist

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for promotion to the position of Senior HR Generalist. Having worked closely with [him/her/them] for [Time Period] in the HR department, I have witnessed [his/her/their] exceptional growth and dedication to our company's success.

During [his/her/their] tenure as an HR Generalist, [Candidate Name] has consistently exceeded expectations. Specifically, [he/she/they] played a key role in [mention a specific project or achievement, e.g., streamlining the onboarding process or resolving complex employee relations issues]. [His/Her/Their] ability to balance administrative precision with a human-centric approach has made [him/her/them] a trusted advisor to both management and staff.

I believe [Candidate Name] is ready for the responsibilities of a Senior role because:

- [Key Strength 1: e.g., Deep understanding of labor law and compliance]
- [Key Strength 2: e.g., Proven leadership in managing open enrollment]
- [Key Strength 3: e.g., Strong data analytical skills regarding turnover and retention]

[Candidate Name] already operates with the strategic mindset required for a Senior HR Generalist. I am confident that [he/she/they] will continue to add significant value to our HR leadership team and the organization as a whole.

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

Best regards,

[Your Name]
[Your Job Title]
[Your Department]