

Date: [Insert Date]

To: [Hiring Manager Name/Selection Committee]

From: [Your Name]

Subject: Recommendation for [Candidate Name] - Learning and Development Manager

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for the position of Learning and Development (L&D) Manager. Having worked closely with [him/her/them] for [Number] years in the [Department Name] department, I have witnessed firsthand their commitment to employee growth and organizational excellence.

During their tenure as [Candidate's Current Title], [Candidate Name] has consistently demonstrated a deep understanding of our company's culture and skill requirements. One of their most notable achievements was [Mention a specific project, e.g., designing a new onboarding program or leading a leadership workshop], which resulted in [Mention a positive outcome, e.g., a 20% increase in team productivity].

[Candidate Name] possesses the essential qualities required for this leadership role, including:

- Expertise in instructional design and adult learning principles.
- Exceptional communication and public speaking skills.
- A data-driven approach to measuring training effectiveness.
- Strong interpersonal skills and the ability to mentor team members.

Beyond their technical skills, [Candidate Name] is a proactive problem-solver who understands how to align training initiatives with our long-term business goals. Their transition into a managerial role would be a seamless and highly beneficial move for the L&D department.

I give [Candidate Name] my highest recommendation. Please feel free to contact me if you require any further information regarding their performance or qualifications.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]