

Date: [Date]

To: [Recipient Name/Promotion Committee]

From: [Your Name]

Subject: Recommendation for [Candidate Name] for Director of Compensation and Payroll

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for the position of Director of Compensation and Payroll. Having worked closely with [Candidate Name] for [Number] years in their current role as [Current Title], I am confident they possess the strategic vision and technical expertise required for this leadership role.

During their tenure, [Candidate Name] has demonstrated exceptional command over complex payroll systems and regulatory compliance. They were instrumental in [mention a specific achievement, e.g., streamlining the annual bonus cycle or implementing a new HRIS module], which resulted in [mention a positive outcome].

Beyond their technical proficiency, [Candidate Name] has shown a strong commitment to internal equity and data-driven decision-making. They have consistently balanced the financial objectives of the company with the need to remain competitive in the talent market. Their ability to communicate complex benefit structures to employees at all levels makes them an ideal candidate for a director-level position.

I am certain that [Candidate Name] will excel in this new capacity and continue to improve our total rewards strategy. I give them my highest recommendation without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]