

Date: [Insert Date]

To: [Hiring Manager Name or Promotion Committee]

From: [Your Name]

Title: [Your Current Title]

Subject: Recommendation for [Candidate Name] for Diversity and Inclusion Manager

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for the position of Diversity and Inclusion Manager. Having worked closely with [Candidate Name] for [Number] years in the [Current Department] department, I have seen firsthand their dedication to fostering an equitable and inclusive workplace culture.

During their tenure at [Company Name], [Candidate Name] has consistently demonstrated a deep understanding of DEI principles. One notable example of their leadership was when they [Describe a specific project or initiative the candidate led, e.g., established an Employee Resource Group or improved diverse hiring metrics]. This initiative resulted in [Mention a specific positive outcome].

Beyond their technical skills, [Candidate Name] possesses the empathy and communication skills necessary to navigate complex cultural conversations. They are a trusted advocate for employees across all levels and have a proven ability to bridge gaps between diverse teams. Their approach is data-driven yet human-centric, ensuring that diversity initiatives are both measurable and meaningful.

I am confident that [Candidate Name] is the ideal internal candidate to lead our diversity and inclusion efforts. They already possess an intimate knowledge of our corporate culture and have built the necessary relationships to drive institutional change from day one.

I highly recommend [Candidate Name] for this promotion without reservation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]