[Your Name]
[Your Job Title/Position]
[Your Organization/University]
[Your Email Address]
[Your Phone Number]
[Date]

Graduate Admissions Committee
[University Name]
[Department of Human Resources/Business School Address]
[City, State, Zip Code]

Subject: Recommendation for [Applicant Name] for the Master of Science in Human Resources

Dear Members of the Admissions Committee,

It is my distinct pleasure to recommend [Applicant Name] for admission to the Master of Science in Human Resources program at [University Name]. As [your relationship to the applicant, e.g., their professor or manager] at [Organization/University] for [Duration], I have had the opportunity to observe [Applicant Name]'s exceptional professional growth and commitment to the field of people management.

During our time working together, [Applicant Name] demonstrated a profound understanding of [specific skill, e.g., organizational behavior, labor relations, or conflict resolution]. One specific instance that stands out was when they [describe a specific project, achievement, or situation]. This showcased their ability to handle complex interpersonal dynamics with maturity and strategic thinking-traits essential for a successful HR leader.

Beyond technical proficiency, [Applicant Name] possesses the empathy and ethical judgment required for human resources. They excel at [mention another skill, e.g., data-driven decision making or communication] and have consistently shown the academic rigor necessary to succeed in a demanding graduate environment. Their interest in [specific HR area of interest] aligns perfectly with the curriculum offered at [University Name].

I am confident that [Applicant Name] will be a valuable asset to your academic community and will go on to make significant contributions to the HR profession. I give them my highest recommendation without reservation.

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

Sincerely,

[Signature (if sending by mail)]
[Your Typed Name]