[Your Name]
[Your Job Title]
[Company Name]
[Date]

Graduate Admissions Committee
[University Name]
[Department Address]

Subject: Letter of Recommendation for [Applicant Name]

Dear Members of the Admissions Committee,

It is my pleasure to recommend [Applicant Name] for admission to the Master of Science in Human Resources program at [University Name]. As the [Your Job Title] at [Company Name], I have supervised [Applicant Name] for the past [Number] years and have witnessed their exceptional growth and dedication to the HR field.

During their tenure, [Applicant Name] has demonstrated a deep understanding of core HR functions, including [Skill 1, e.g., talent acquisition], [Skill 2, e.g., employee relations], and [Skill 3, e.g., performance management]. They were instrumental in [mention a specific project or accomplishment, e.g., implementing a new digital onboarding system], which resulted in a [mention result, e.g., 20% increase in efficiency].

What distinguishes [Applicant Name] is their ability to balance data-driven decision-making with a human-centric approach. They possess excellent communication skills and maintain the highest level of confidentiality and integrity-traits that are essential for any successful HR leader. I am confident that their professional background and analytical mindset make them an ideal candidate for graduate-level study.

I strongly recommend [Applicant Name] for your program. I am certain they will contribute significantly to your academic community and excel in their future career as an HR executive. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Email Address]
[Your Phone Number]