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

[Recipient Name]
[Recipient Title]
[Hiring Organization Name]
[Organization Address]

Dear [Recipient Name],

It is my pleasure to recommend [Applicant Name] for the Human Resources Graduate Program at [Hiring Organization Name], specifically within the Diversity, Equity, and Inclusion (DEI) track.

I have known [Applicant Name] for [Time Period] in my capacity as [Your Relationship, e.g., Professor/Manager]. During this time, they have demonstrated a profound commitment to fostering inclusive workplace cultures and a sophisticated understanding of HR compliance and equity frameworks.

In our time working together, [Applicant Name] excelled in [Specific Project or Coursework], where they analyzed [Specific D&I Metric or Issue]. They possess the analytical skills necessary to track diversity data and the interpersonal empathy required to manage sensitive employee relations. Their ability to bridge the gap between corporate policy and human-centric advocacy is exceptional for a recent graduate.

Beyond their academic achievements, [Applicant Name] brings a collaborative spirit and a proactive approach to problem-solving. I am confident that their passion for social impact and their foundational knowledge of HR management will make them an invaluable asset to your team.

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

Sincerely,

[Your Signature]

[Your Printed Name]