

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]

Subject: Letter of Recommendation for [Candidate Name]

Dear [Recipient Name],

It is my distinct pleasure to recommend [Candidate Name] for the position of Chief Human Resources Officer (CHRO) at [Target Company]. Having served as [Your Title] during [Candidate Name]'s tenure as [Candidate's Previous Title] at [Previous Company], I have witnessed firsthand their exceptional leadership and strategic vision in human capital management.

[Candidate Name] possesses a rare ability to align HR initiatives with overarching business goals. During their time with us, they successfully led [mention a specific achievement, e.g., a total organizational restructuring or the implementation of a global talent acquisition strategy] which resulted in [mention a specific metric, e.g., a 20% increase in employee retention].

Beyond technical expertise in labor laws, compensation, and organizational development, [Candidate Name] is a champion of corporate culture. They excel at building high-performing teams and fostering an environment of inclusivity and transparency. Their approach to executive leadership is both data-driven and deeply empathetic, making them an invaluable asset to any C-suite.

I am confident that [Candidate Name] will be a transformative leader for your organization. I give them my highest recommendation without reservation.

Sincerely,

[Signature]

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