

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

[Recipient Name]
[Recipient Title]
[Organization Name]

Dear [Recipient Name],

It is with great enthusiasm that I recommend [Candidate Name] for the position of Vice President of Human Resources at [Organization Name]. Having served as [Your Title] at [Company Name] for [Number] years, I worked closely with [Candidate Name] while they held the role of [Candidate's Current/Past Title].

[Candidate Name] is a transformational leader who excels at aligning human capital strategies with overarching business objectives. During their tenure, they successfully led initiatives in [mention specific area, e.g., organizational design, executive recruitment, or cultural transformation]. Their ability to navigate complex labor relations and implement scalable HR technologies was instrumental in our company's growth from [Point A] to [Point B].

Beyond their technical expertise, [Candidate Name] possesses the executive presence necessary to advise Board members and C-suite colleagues. They are a high-integrity leader who fosters inclusive environments while maintaining a strict focus on performance metrics and ROI. They do not merely manage HR functions; they build the organizational infrastructure necessary for long-term success.

I am confident that [Candidate Name] will be a vital asset to your executive leadership team. I give them my highest recommendation without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]