

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

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

Subject: Endorsement for [Candidate Name] as Chief People Officer

Dear [Recipient Name],

I am writing to formally endorse [Candidate Name] for the position of Chief People Officer at [Company Name]. Having worked closely with [Candidate Name] for [Number] years at [Previous Company], I have witnessed firsthand their ability to transform organizational culture and drive human resources strategy at the highest level.

[Candidate Name] excels at aligning people operations with core business objectives. During their tenure as [Previous Role], they successfully led initiatives in [mention key area, e.g., talent acquisition, leadership development, or DEI] that resulted in a [mention a metric or qualitative result, e.g., 20% increase in employee retention].

What sets [Candidate Name] apart is their unique balance of data-driven decision-making and genuine empathy. They possess the executive presence required to advise the Board and the approachability needed to connect with employees across all levels of the organization.

I am confident that [Candidate Name] will be a vital asset to your executive team and will help [Company Name] scale while maintaining a high-performance culture. I give them my highest recommendation without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Contact Information]