

[Your Name]  
[Your Title]  
[Your Company]  
[Your Email]  
[Your Phone Number]

[Date]

To Whom It May Concern,

It is my pleasure to provide this leadership reference for [Candidate Name], who served as the Director of Talent Acquisition at [Company Name] under my supervision for [Number] years.

During their tenure, [Candidate Name] demonstrated exceptional leadership in transforming our recruitment function. They successfully managed a team of [Number] recruiters and coordinators, fostering a culture of accountability and continuous improvement. Their ability to align talent strategies with our overarching business goals was instrumental in our company's growth.

Key achievements under [Candidate Name]'s leadership include:

- Developing and implementing a scalable global hiring framework.
- Reducing time-to-hire by [Percentage]% while improving quality of hire.
- Championing Diversity, Equity, and Inclusion (DEI) initiatives that increased underrepresented talent pipelines by [Percentage]%.
- Overseeing the successful integration of [Name of ATS/Technology].

Beyond technical expertise, [Candidate Name] is a mentor and a strategic partner. They possess the unique ability to navigate complex stakeholder relationships and influence executive leadership regarding human capital investments. Their calm demeanor under pressure and commitment to candidate experience set a high standard for the entire organization.

I recommend [Candidate Name] without reservation for any senior leadership role in Talent Acquisition. They are a visionary leader who will be an invaluable asset to your executive team.

Sincerely,

[Your Signature]

[Your Printed Name]