

[Your Name]  
[Your Title]  
[Your Company]  
[Your Email Address]  
[Date]

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

Subject: Recommendation for [Candidate Name]

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for the position of Vice President of Talent Management. Having worked closely with [him/her/them] for [Number] years at [Previous Company Name], where I served as [Your Title], I can confidently attest to [his/her/their] exceptional leadership and strategic vision in human capital development.

During [his/her/their] tenure as [Candidate's Previous Title], [Candidate Name] was instrumental in transforming our talent acquisition and retention strategies. [He/She/They] successfully implemented [Specific Achievement, e.g., a global leadership development program or a data-driven recruitment framework] that resulted in a [Percentage]% increase in employee engagement and a significant reduction in turnover rates.

[Candidate Name] possesses a rare combination of analytical rigor and emotional intelligence. [He/She/They] excels at aligning talent initiatives with overarching business objectives, ensuring that the workforce is not only skilled but also deeply integrated into the company culture. [His/Her/Their] ability to mentor cross-functional teams and navigate complex organizational changes makes [him/her/them] an ideal candidate for an executive leadership role.

I am certain that [Candidate Name] will be a transformative asset to [Recipient Company Name]. [He/She/They] has my highest recommendation without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]