

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

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

**Subject: Professional Reference for [Candidate Name]**

To Whom It May Concern,

I am writing to provide a formal recommendation for [Candidate Name] for the position of Head of Organizational Development. During their tenure at [Company Name] from [Start Date] to [End Date], [Candidate Name] served as our [Candidate's Previous Title] and reported directly to me.

In this role, [Candidate Name] was responsible for designing and implementing our enterprise-wide talent strategy, leadership development programs, and culture transformation initiatives. They played a critical role in aligning our human capital with our long-term business objectives, resulting in a [X]% increase in employee engagement and a significant improvement in internal promotion rates.

Key strengths demonstrated by [Candidate Name] include:

- Strategic Change Management: Successfully leading the organization through [Specific Change/Merger/Restructuring].
- Executive Coaching: Serving as a trusted advisor to senior leadership on team dynamics and performance.
- Data-Driven Decision Making: Utilizing HR analytics to identify skills gaps and develop targeted learning interventions.

[Candidate Name] is a visionary leader with the ability to navigate complex corporate structures. Their collaborative approach and deep understanding of organizational behavior make them an invaluable asset to any executive team.

I highly recommend [Candidate Name] for a senior leadership role. Please feel free to contact me at [Phone Number] or [Email Address] if you require further information regarding their professional background.

Sincerely,

[Signature]

[Your Printed Name]