

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

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

Dear [Recipient Name],

It is my distinct pleasure to recommend [Candidate Name] for the position of Director of Total Rewards at [Hiring Company Name]. Having served as [Your Title] at [Your Company], I worked closely with [Candidate Name] for [Number] years and witnessed firsthand their exceptional leadership in compensation, benefits, and performance management.

[Candidate Name] possesses a rare combination of analytical rigor and strategic vision. During their tenure, they successfully overhauled our global compensation structures, ensuring market competitiveness while maintaining internal equity. They were instrumental in designing a comprehensive benefits package that significantly improved employee retention rates by [Percentage]%. Their ability to translate complex financial data into actionable HR strategies makes them an invaluable asset to any executive team.

Beyond their technical expertise in ERISA, FLSA, and executive compensation, [Candidate Name] is a collaborative leader. They have a proven track record of partnering with C-suite executives to align total rewards programs with overarching business objectives. They approach sensitive organizational changes with transparency and high emotional intelligence.

I give [Candidate Name] my highest recommendation without reservation. I am confident they will bring the same level of excellence and innovation to [Hiring Company Name] that they consistently demonstrated here.

Please feel free to contact me if you require any further information.

Sincerely,

[Signature]

[Your Printed Name]