

[Your Name]
[Your Title/Current Position]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Professional Recommendation for [Candidate Name]

Dear [Recipient Name],

It is my distinct pleasure to recommend [Candidate Name] for the position of [Job Title, e.g., Chief People Officer or VP of HR] at [Company Name]. Having worked closely with [Candidate Name] for [Number] years at [Previous Company], I have seen firsthand their ability to transform Human Resources into a strategic business driver.

[Candidate Name] possesses a rare combination of high-level strategic vision and hands-on operational excellence. During our tenure together, they successfully led initiatives in [mention 1-2 areas, e.g., organizational design, cultural transformation, or executive compensation] that resulted in [mention a specific achievement, e.g., a 20% increase in employee retention or streamlined global hiring].

Beyond their technical expertise in labor laws and talent management, [Candidate Name] excels at navigating complex boardroom dynamics and acting as a trusted advisor to the C-suite. They approach HR with a data-driven mindset while never losing sight of the human element that defines a company's success.

I am confident that [Candidate Name] will be an invaluable asset to your executive team. They have my highest recommendation for this role. Please feel free to contact me if you require any further information regarding their qualifications.

Sincerely,

[Your Signature]

[Your Printed Name]