

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

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

Subject: Recommendation for [Candidate Name] regarding HRIS Technical Skills Assessment

Dear [Recipient Name],

I am writing to provide a formal recommendation for [Candidate Name] based on their performance in the Human Resources Information System (HRIS) Technical Skills Assessment conducted on [Date].

During the assessment, [Candidate Name] demonstrated advanced proficiency in the following areas:

- Data Management and Integration: High accuracy in migrating large datasets and ensuring data integrity across modules.
- System Configuration: Expert ability to customize workflows, security roles, and automated notifications.
- Reporting and Analytics: Proficiency in building complex SQL queries, custom dashboards, and predictive workforce analytics.
- Troubleshooting: Rapid identification and resolution of system bugs and synchronization errors.

Specific technical systems mastered include [e.g., Workday, SAP SuccessFactors, Oracle HCM, or BambooHR]. [Candidate Name] scored in the [Percentage]% percentile, showcasing a technical aptitude that far exceeds the standard requirements for this role.

Beyond technical capability, they exhibit a strong understanding of how system architecture aligns with HR compliance and strategic organizational goals. I am confident that their technical expertise will significantly enhance the efficiency of your HR operations.

Please feel free to contact me at [Your Phone Number] or [Your Email] if you require further details regarding this assessment.

Sincerely,

[Your Signature]

[Your Printed Name]