

[Date]

[Recipient Name]
[Recipient Job Title]
[Organization Name]
[Address]

Subject: Technical Skills Assessment Recommendation for [Candidate Name]

Dear [Recipient Name],

I am writing to recommend [Candidate Name] for a position within your Workforce Analytics and Reporting team. Having worked closely with [Candidate Name] as [Your Professional Relationship] at [Company/Project Name], I have directly observed their technical proficiency in data-driven human resources and workforce planning.

During the assessment period, [Candidate Name] demonstrated exceptional skills in the following technical areas:

- **Data Management:** Expertise in extracting, cleaning, and transforming large datasets from HRIS platforms such as [System Name, e.g., Workday, SAP SuccessFactors].
- **Advanced Analytics:** Proficiency in using [Tools, e.g., SQL, Python, R] to perform predictive modeling, turnover analysis, and headcount forecasting.
- **Data Visualization:** Ability to translate complex workforce metrics into actionable insights using [Tools, e.g., Tableau, Power BI] for executive-level reporting.
- **Statistical Accuracy:** A strong commitment to data integrity and a deep understanding of labor market trends and internal performance KPIs.

Beyond technical capabilities, [Candidate Name] possesses the unique ability to bridge the gap between technical data and strategic HR decision-making. Their reports have consistently provided the clarity needed to optimize workforce costs and improve talent retention strategies.

I am confident that [Candidate Name] will be a valuable asset to your technical team. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information regarding this assessment.

Sincerely,

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