

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

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

Subject: Technical Skills Assessment Recommendation for [Candidate Full Name]

To the Selection Committee,

I am writing to formally recommend [Candidate Name] for the position of [Job Title], specifically highlighting their technical proficiency in Benefits Administration Systems (BAS). Having supervised [Candidate Name] for [Number] years at [Previous Company], I have firsthand knowledge of their ability to manage complex HR technology ecosystems.

During their tenure, [Candidate Name] demonstrated exceptional skill in the following technical areas:

- **System Implementation & Configuration:** Successfully led the deployment of [Specific System Name, e.g., Workday, Benefitfocus, or ADP], ensuring all plan rules, eligibility groups, and enrollment workflows were accurately programmed.
- **Data Integrity & Integration:** Managed complex EDI (Electronic Data Interchange) file feeds between our internal BAS and third-party insurance carriers, maintaining a [Percentage]% accuracy rate.
- **Regulatory Compliance Programming:** Expertly configured system parameters to automate ACA reporting, COBRA administration, and Section 125 compliance requirements.
- **Troubleshooting & Support:** Served as the primary technical lead for resolving back-end system errors and optimizing the user interface for open enrollment periods.

[Candidate Name] possesses a rare combination of technical database knowledge and a deep understanding of health and welfare plan design. Their ability to translate complex benefit policies into functional system logic significantly improved our departmental efficiency.

I highly recommend [Candidate Name] for any role requiring advanced technical expertise in Benefits Administration Systems. Please feel free to contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]