

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

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

Subject: Peer Endorsement for [Candidate Name]

Dear [Recipient Name],

I am writing to formally endorse [Candidate Name] for the position of [Target Job Title] at [Target Company]. Having worked alongside [Candidate Name] as a peer in the Talent Acquisition department at [Previous/Current Company] for [Number] years, I have seen firsthand their exceptional ability to identify and secure top-tier talent.

[Candidate Name] possesses a unique blend of data-driven strategy and interpersonal skill. They consistently exceeded our team's hiring targets while maintaining a high standard for candidate experience. I was particularly impressed by their work on [Specific Project or Hard-to-Fill Role], where they implemented a sourcing strategy that reduced our time-to-hire by [X] percent.

Beyond their technical recruitment skills, [Candidate Name] is a collaborative teammate. They frequently shared best practices regarding LinkedIn Recruiter, helped streamline our internal interview processes, and served as a mentor to junior recruiters. They are a reliable professional who brings both expertise and a positive attitude to the workplace.

I recommend [Candidate Name] without reservation. I am confident they will be a significant asset to your recruitment team and will help [Target Company] reach its growth goals.

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

Sincerely,

[Your Signature]
[Your Printed Name]