

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Email]  
[Your Phone Number]

[Date]

To the Hiring Manager,

It is my pleasure to recommend [Candidate Name] for the position of Human Resources Generalist. As a [Your Job Title] at [Company Name], I worked alongside [Candidate Name] for [Number] years and witnessed firsthand their dedication to excellence in HR operations.

During our time as colleagues, I was consistently impressed by [Candidate Name]'s ability to balance employee advocacy with organizational goals. They played a critical role in [mention a specific task, e.g., streamlining our onboarding process or managing complex employee relations cases]. Their deep understanding of labor laws and compliance gave our team great confidence, while their approachable demeanor made them a trusted resource for staff at all levels.

What sets [Candidate Name] apart as a peer is their exceptional communication skills and emotional intelligence. They handle sensitive information with the utmost discretion and remain calm under pressure during challenging HR situations. They are not only a subject matter expert but also a collaborative teammate who is always willing to support others to ensure the department's success.

I am confident that [Candidate Name] will be a valuable asset to your HR team. They possess the technical skills, work ethic, and integrity required to excel as an HR Generalist.

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

Sincerely,

[Your Signature]

[Your Printed Name]