

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

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

Subject: Letter of Endorsement for [Candidate Name]

Dear [Recipient Name],

I am writing to formally endorse [Candidate Name] for the position of Diversity and Inclusion Specialist. Having worked closely with [Candidate Name] as a peer at [Current/Former Company] for [Number] years, I have seen firsthand their dedication to fostering an equitable and inclusive workplace environment.

[Candidate Name] possesses a deep understanding of DEI frameworks and has been instrumental in implementing initiatives such as [mention a specific project or committee]. They excel at facilitating difficult conversations and building consensus among diverse groups of stakeholders. Their ability to analyze workforce data to identify gaps and propose actionable solutions has been a significant asset to our team.

Beyond their technical expertise, [Candidate Name] demonstrates exceptional empathy and cultural competency. They are a trusted advocate for underrepresented employees and consistently champion policies that promote fairness and belonging.

I am confident that [Candidate Name] will bring valuable insights and proven leadership to your organization's diversity and inclusion efforts. I highly recommend them for this role without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Email Address]
[Your Phone Number]