

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

[Date]

[Hiring Manager Name]
[Hiring Company Name]
[Company Address]

Subject: Recommendation for [Candidate Name]

Dear [Hiring Manager Name],

I am writing to highly recommend [Candidate Name] for the position of HR Operations Specialist at [Hiring Company Name]. As a colleague who worked closely with [Candidate Name] for [Number] years at [Previous Company], I have witnessed firsthand their expertise in streamlining HR processes and maintaining high data integrity.

During our time working together, [Candidate Name] consistently demonstrated an exceptional ability to manage complex administrative workflows. They played a key role in [mention a specific project, e.g., migrating to a new HRIS system or updating the employee onboarding process], ensuring that all operational tasks were completed with precision and ahead of schedule.

What sets [Candidate Name] apart is their unique combination of technical proficiency and interpersonal skills. They possess a deep understanding of HR compliance and payroll operations, yet they always remain approachable and supportive when assisting employees with their inquiries. Their attention to detail ensures that records are flawless, while their problem-solving mindset helps resolve operational bottlenecks before they impact the wider team.

[Candidate Name] is a true professional who values confidentiality and efficiency. I have no doubt that they will be a significant asset to your HR department and will contribute to the success of your operations from day one.

Please feel free to contact me if you require any further information regarding [Candidate Name]'s qualifications and work ethic.

Sincerely,

[Your Signature]

[Your Printed Name]