

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

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

Subject: Peer Endorsement for [Candidate Name]

Dear [Recipient Name],

I am writing to highly recommend [Candidate Name] for the position of [Job Title] at [Company Name]. Having worked closely with [Candidate Name] as a peer in the HR department at [Current/Former Company] for [Number] years, I have seen firsthand their exceptional skills in HR analytics and data-driven decision-making.

[Candidate Name] possesses a unique ability to translate complex workforce data into actionable insights. During our time working together, they successfully managed projects involving [mention specific skills, e.g., predictive turnover modeling, diversity metrics, or compensation analysis]. Their technical proficiency in tools such as [mention tools, e.g., Excel, Tableau, Power BI, or SQL] significantly improved our team's reporting efficiency.

Beyond their technical expertise, [Candidate Name] is a collaborative teammate who excels at explaining technical findings to non-technical stakeholders. They played a key role in helping our leadership team understand [mention a specific project or achievement], which led to [mention a positive outcome].

I am confident that [Candidate Name] would be a valuable asset to your HR team. Their analytical mindset and dedication to data integrity make them a standout professional in this field.

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

Sincerely,

[Your Signature]

[Your Printed Name]