

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

To Whom It May Concern,

I am writing to formally recommend [Candidate Name] for the position of Human Resources Generalist. [Candidate Name] reported directly to me as a [Candidate's Current/Former Title] at [Company Name] from [Start Date] to [End Date].

During this time, I was consistently impressed by [Candidate Name]'s ability to manage a wide range of HR functions. They played a key role in recruitment, employee relations, and benefits administration. Their attention to detail and deep understanding of employment laws ensured that our department remained compliant and efficient.

A specific example of their impact was when [insert a specific project or achievement, e.g., they streamlined our onboarding process]. This initiative resulted in [mention a positive outcome, e.g., a 20% reduction in new hire processing time].

Beyond their technical skills, [Candidate Name] possesses excellent interpersonal skills. They are able to handle sensitive employee issues with empathy and professionalism, earning the trust of both leadership and staff. They are a proactive problem-solver and a dedicated team player.

I highly recommend [Candidate Name] for any HR role. I am confident they will be a valuable asset to your organization. Please feel free to contact me if you require further information.

Sincerely,

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