

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

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

Subject: Letter of Recommendation for [Candidate Name]

Dear [Recipient Name],

I am writing to highly recommend [Candidate Name] for the position of Human Resources Manager. As [Candidate Name]'s direct supervisor for the past [Number] years at [Company Name], I have seen firsthand their exceptional growth and readiness for a leadership role in HR.

During their tenure as [Current Job Title], [Candidate Name] consistently demonstrated a deep understanding of core HR functions, including recruitment, employee relations, and policy development. They were instrumental in [mention a specific achievement, e.g., streamlining our onboarding process or resolving complex conflict resolutions].

What sets [Candidate Name] apart is their unique ability to balance organizational goals with empathetic employee advocacy. They possess the high level of emotional intelligence and professional discretion required for a management role. They have successfully mentored junior staff and have earned the trust of our executive leadership team through their reliable data-driven insights and ethical decision-making.

I have no doubt that [Candidate Name] will be a valuable asset to your team. Their technical expertise, combined with their leadership potential, makes them an ideal candidate for Human Resources Manager. I recommend them without reservation.

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

Sincerely,

[Your Signature]
[Your Printed Name]