

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

To Whom It May Concern,

I am writing to formally recommend [Candidate Name] for the position of [New Job Title]. As [Candidate Name]'s direct supervisor for the past [Number] years at [Company Name], I have had the opportunity to observe their exceptional growth and dedication as a Human Resources Assistant.

During their tenure, [Candidate Name] was responsible for supporting our department in several key areas, including recruitment coordination, employee onboarding, and maintaining HRIS records. They consistently demonstrated a high level of professionalism, discretion, and attention to detail. One of their most significant contributions was [mention a specific project or achievement, e.g., streamlining our digital filing system or improving the candidate interview scheduling process].

Beyond their technical skills, [Candidate Name] possesses excellent interpersonal skills. They handled sensitive employee inquiries with empathy and provided clear, accurate information regarding company policies. Their ability to remain organized under pressure and manage multiple deadlines made them an invaluable asset to our HR team.

I am confident that [Candidate Name] has the skills and work ethic necessary to succeed in a more advanced role. They have my full recommendation. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]