

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

[Date]

To Whom It May Concern,

I am writing to provide my highest recommendation for [Candidate Name] for the position of Talent Acquisition Specialist. As [Candidate Name]'s direct supervisor for the past [Number] years at [Company Name], I have witnessed firsthand their exceptional ability to identify, attract, and hire top-tier talent in a highly competitive market.

During their tenure, [Candidate Name] consistently exceeded all recruitment KPIs. They possess a unique blend of data-driven sourcing strategies and excellent interpersonal skills. One of their most significant achievements was [mention a specific achievement, e.g., reducing time-to-hire by 20% or successfully scaling the engineering team].

Key strengths that distinguish [Candidate Name] include:

- Advanced proficiency in diverse sourcing platforms and ATS management.
- Ability to build strong partnerships with hiring managers to understand complex technical requirements.
- A candidate-centric approach that ensures a positive employer brand experience.
- Strong negotiation skills and a high closing rate for difficult-to-fill roles.

Beyond their technical recruitment skills, [Candidate Name] is a collaborative team player with a proactive mindset. They frequently took the initiative to improve our internal hiring processes and diversity inclusion initiatives.

I have no doubt that [Candidate Name] will be a valuable asset to your talent acquisition team. I recommend them without reservation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]