

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

To Whom It May Concern,

I am writing to highly recommend [Employee Name] for a position within your Benefits Administration department. During their tenure at [Company Name], [Employee Name] reported directly to me as a [Job Title] and consistently demonstrated exceptional expertise in health and welfare plans, retirement programs, and compliance management.

[Employee Name] was responsible for overseeing our open enrollment cycles, managing vendor relationships, and resolving complex employee inquiries. They possess an in-depth understanding of ERISA, HIPAA, and COBRA regulations, ensuring that our benefit offerings remained fully compliant while providing high-quality service to our workforce.

What distinguishes [Employee Name] is their ability to translate complex benefit structures into clear, accessible information for employees. They successfully implemented [specific project, e.g., a new HRIS benefits module or a wellness initiative] which resulted in [specific achievement, e.g., a 20% increase in employee engagement].

They are detail-oriented, analytical, and maintain the highest level of confidentiality. I have full confidence that [Employee Name] will be a valuable asset to your HR team. Please feel free to contact me if you require further information.

Sincerely,

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