

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

To Whom It May Concern,

I am writing to formally recommend [Employee Name] for a position or advancement within the field of Human Resources and Employee Relations. As [Employee Name]'s direct supervisor for the past [Number] years at [Company Name], I have had the opportunity to witness their exceptional ability to manage complex workplace dynamics and foster a positive organizational culture.

During their tenure, [Employee Name] served as a key point of contact for employee grievances, policy interpretation, and conflict resolution. They possess a rare combination of empathy and objective judgment, allowing them to navigate sensitive disciplinary actions and investigations with the utmost professionalism. Their efforts significantly improved our internal communication and led to a [Percentage]% reduction in formal grievances.

Key strengths [Employee Name] demonstrated include:

- Expert knowledge of labor laws and compliance regulations.
- Exceptional mediation and de-escalation skills.
- The ability to provide constructive coaching to both staff and management.
- A proactive approach to identifying and addressing morale issues before they escalate.

[Employee Name] is a dedicated professional who operates with high integrity and maintains strict confidentiality. I am confident that they will be a valuable asset to any organization looking to strengthen their Employee Relations department.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Signature]
[Your Printed Name]