

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

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

Dear [Recipient Name],

It is my pleasure to recommend [Employee Name] for the position of [Target Job Title] with your organization. As the [Your Title] at [Company Name], I have been [Employee Name]'s direct supervisor for the past [Number] years.

During their tenure, [Employee Name] has demonstrated exceptional leadership in human resources management. They were instrumental in overseeing [mention specific area, e.g., talent acquisition, employee relations, or organizational development]. One of their most notable achievements was [mention a specific achievement or project], which resulted in [mention a positive outcome].

Beyond their technical HR expertise, [Employee Name] possesses the executive presence and emotional intelligence required to manage complex workplace dynamics. They have a proven ability to partner with senior leadership to align HR strategies with overall business objectives. Their integrity and commitment to fostering a positive corporate culture have made them a trusted advisor within our executive team.

I am confident that [Employee Name] will be a valuable asset to your company. They have my highest recommendation for any senior HR leadership role.

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

Sincerely,

[Your Signature]

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