

[Your Name]
[Your Title]
[Your Organization]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]

Subject: Recommendation for [Candidate Name]

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for a leadership position within your organization. As [Candidate Name]'s direct supervisor for the past [Number] years in our Human Resources department, I have witnessed their exceptional growth and ability to lead both people and processes.

During their tenure as [Candidate's Current Job Title], [Candidate Name] consistently demonstrated strong leadership qualities. They successfully managed [mention a specific HR project or team responsibility], resulting in [mention a specific positive outcome or metric]. Their ability to balance strategic HR goals with the individual needs of our employees has made them a trusted advisor across the company.

Beyond their technical HR expertise in [mention specific areas like Talent Acquisition, Employee Relations, or Compliance], their greatest strength lies in their emotional intelligence and conflict-resolution skills. They lead by example, fostering a culture of accountability and professional development within our team.

I am confident that [Candidate Name] will be a valuable asset to your leadership team. They possess the vision, integrity, and communication skills necessary to excel in a high-level HR role. I highly recommend them without reservation.

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]