

[Your Full Name]
[Your Current Job Title]
[Your Company Name]
[Your Email Address]
[Your Phone Number]
[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to formally recommend [Candidate Name] for the position of Human Resources Generalist at [Target Company]. Having worked closely with [Candidate Name] for [Number] years in [Candidate's Previous Field/Industry], I have witnessed firsthand their exceptional interpersonal skills and dedication to organizational excellence.

While [Candidate Name] is transitioning from a career in [Previous Industry], the core competencies they developed-including [Skill 1, e.g., conflict resolution], [Skill 2, e.g., compliance management], and [Skill 3, e.g., employee training]-are directly transferable to an HR Generalist role. During their time at [Current/Previous Company], they were responsible for [mention a specific achievement that relates to HR, such as managing a team or improving a process].

[Candidate Name] possesses a deep level of empathy combined with a logical approach to problem-solving. They have already demonstrated a commitment to this career change by [mention any HR certifications, courses, or volunteer work]. I am confident that their unique perspective from [Previous Field] will provide valuable insights into your workforce management and employee engagement strategies.

I highly recommend [Candidate Name] for this role. They are a quick learner, a reliable professional, and a person of high integrity. I have no doubt they will become an asset to your Human Resources team.

Sincerely,

[Your Signature]

[Your Printed Name]