

[Your Name]
[Your Current Job Title]
[Your Company]
[Your Email]
[Your Phone Number]

[Date]

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

Subject: Letter of Recommendation for [Candidate Name]

Dear [Hiring Manager Name],

It is my pleasure to recommend [Candidate Name] for the position of Human Resources Manager at [Company Name]. Having worked closely with [Candidate Name] for [Number] years in [his/her/their] role as [Candidate's Current/Previous Title], I have seen firsthand the leadership and interpersonal skills necessary for a successful transition into HR management.

While [Candidate Name]'s background is in [Current Department/Field], they have consistently demonstrated a deep understanding of organizational culture, conflict resolution, and employee development. During our time together, [he/she/they] successfully led [mention a specific project or team], showcasing an innate ability to manage diverse personalities and foster a collaborative environment.

[Candidate Name] possesses several key traits that make them an ideal fit for Human Resources:

- **Communication:** They excel at translating complex policies into clear, actionable guidance for staff.
- **Empathy and Integrity:** They are a trusted confidant who handles sensitive personnel matters with the utmost discretion.
- **Strategic Thinking:** They understand how human capital directly impacts business goals and bottom-line results.

I am confident that [Candidate Name] will bring a fresh, professional, and empathetic perspective to your HR department. Their commitment to people-centric management makes them a valuable asset to any organization.

Please feel free to contact me if you require any further information regarding [Candidate Name]'s qualifications.

Sincerely,

[Your Signature]

[Your Printed Name]