

[Your Name]
[Your Job Title]
[Your Company/Organization]
[Your Email]
[Your Phone Number]
[Date]

To Whom It May Concern,

It is my pleasure to recommend [Candidate Name] for a position within your Corporate Human Resources department. Having served as [Candidate Name]'s supervisor for [Number] years in their role as [Current Administrative Title], I have witnessed firsthand their exceptional organizational skills and their innate ability to handle complex interpersonal dynamics with professionalism.

During their tenure at [Current Company], [Candidate Name] was responsible for [List 1-2 Key Administrative Tasks]. While their technical proficiency was outstanding, it was their mastery of "soft skills" that truly set them apart. They consistently managed sensitive employee data with strict confidentiality and acted as a primary point of contact for internal inquiries, demonstrating the discretion and empathy required for a successful career in Human Resources.

Specifically, [Candidate Name] excelled at [Mention a specific skill, e.g., conflict resolution, onboarding assistance, or policy implementation]. They possess a deep understanding of organizational structure and have shown a keen interest in employee relations and compliance. They are a quick learner who can navigate HRIS platforms and labor regulations with ease.

I am confident that [Candidate Name] will be a valuable asset to your HR team. They possess the administrative backbone, ethical standards, and communication skills necessary to thrive in a corporate environment. I recommend them without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]