

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

[Date]

To Whom It May Concern,

I am writing to provide a formal recommendation for [Candidate Name], who is currently transitioning into a career as a Human Resources Business Partner. During [Candidate Name]'s tenure at [Current/Former Company] as a [Candidate's Previous Job Title] from [Start Date] to [End Date], I had the pleasure of supervising their work and witnessing their professional growth.

While [Candidate Name]'s background is in [Previous Industry/Field], they have consistently demonstrated the core competencies essential for a successful HRBP. Specifically, they excel in interpersonal communication, conflict resolution, and strategic problem-solving. In their previous role, they were responsible for [mention a transferable skill, e.g., managing a team, interpreting policy, or improving workflow], which directly aligns with the operational needs of a modern HR department.

One notable example of their potential was when [Candidate Name] managed [mention a specific project or situation involving people management or strategy]. They displayed a remarkable ability to balance organizational goals with employee needs, showing a level of emotional intelligence and business acumen typically seen in seasoned HR professionals.

[Candidate Name] is a dedicated professional with a strong work ethic and a genuine passion for organizational development and employee relations. I am confident that their transferable skills, combined with their commitment to this career change, make them an excellent candidate for an HRBP role.

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

Sincerely,

[Your Signature]

[Your Printed Name]