

[Your Name]
[Your Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]

Subject: Recommendation for [Candidate Name]

Dear [Recipient Name],

I am writing to highly recommend [Candidate Name] for a position within your Human Resources department. Having served as [Candidate Name]'s direct supervisor for [Number] years at [Company Name], I have seen firsthand their exceptional ability to manage complex organizational challenges and lead people effectively.

While [Candidate Name]'s background is rooted in [Current Department/Field], they have consistently demonstrated the core competencies required for a successful transition into HR. They possess a deep understanding of organizational culture, an empathetic approach to conflict resolution, and a strategic mindset regarding talent development. During their time here, they were instrumental in [mention a specific achievement involving people, training, or policy].

[Candidate Name] is an excellent communicator who builds trust across all levels of the organization. Their move into Human Resources is a logical step, as they have already been performing many HR-related functions informally, such as mentoring junior staff and optimizing team workflows. They possess the high level of emotional intelligence and discretion necessary for sensitive personnel matters.

I am confident that [Candidate Name] will be a valuable asset to your HR team. They bring a unique operational perspective that will help bridge the gap between corporate strategy and employee advocacy. I recommend them without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Contact Information]