

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

[Date]

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

Subject: Letter of Support for [Candidate Name] - Transition to HR Recruiting

Dear [Recipient Name],

I am writing this letter to formally support [Candidate Name] in their transition into the field of Human Resources and Recruiting. Having worked closely with [Candidate Name] for [Number] years at [Current/Previous Company], I have witnessed firsthand their exceptional interpersonal skills and natural aptitude for talent identification.

While [Candidate Name] comes from a background in [Candidate's Current Industry], the core competencies they have developed are directly transferable to a Recruiting role. Specifically, they excel in:

- **Communication:** They possess the ability to engage with diverse personalities and build immediate rapport.
- **Critical Thinking:** They are highly skilled at assessing professional backgrounds and matching individual strengths to organizational needs.
- **Organization:** Their ability to manage multiple priorities ensures a seamless candidate experience.

During their time at [Company], [Candidate Name] frequently took the initiative to [mention a specific task, e.g., assist in onboarding or interview panels], demonstrating a proactive interest in human capital management. Their emotional intelligence and dedication to finding the right "fit" make them an ideal candidate for your HR team.

I have full confidence that [Candidate Name] will be a valuable asset to [Hiring Company Name]. I strongly recommend them for this career pivot and would be happy to provide further details regarding their performance and character.

Sincerely,

[Your Signature]

[Your Printed Name]