

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

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for the position of Human Resources Coordinator at [Company Name]. As [Your Job Title] at [Your Company], I have had the opportunity to supervise [Candidate Name] for [Number] years, during which they demonstrated exceptional administrative skills and a strong commitment to HR best practices.

During their tenure, [Candidate Name] was responsible for managing recruitment logistics, maintaining employee records, and assisting with onboarding processes. They possess a keen eye for detail and ensure that all personnel documentation is handled with the utmost confidentiality and compliance. Their ability to communicate effectively with both management and staff has significantly improved our internal communication and employee engagement.

What sets [Candidate Name] apart is their proactive approach to problem-solving. Whether it was streamlining our applicant tracking system or resolving payroll inquiries, they handled every task with professionalism and efficiency. They are highly organized and capable of managing multiple HR projects simultaneously under tight deadlines.

I am confident that [Candidate Name] would be a valuable asset to your HR department. They have my full recommendation for this role. Please feel free to contact me if you require any further information regarding their qualifications or work history.

Sincerely,

[Signature]
[Your Printed Name]