

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

[Date]

To the Hiring Committee,

It is my pleasure to recommend [Candidate Name] for the position of Human Resources Director. Having worked closely with [Candidate Name] for [Number] years in [his/her/their] previous role as [Previous Job Title], I have seen firsthand the leadership and strategic thinking necessary to excel in an executive HR capacity.

While [Candidate Name] is pivoting from a background in [Previous Industry/Field], the core competencies [he/she/they] developed are directly transferable to HR leadership. Specifically, [Candidate Name] excels in:

- **Conflict Resolution and Negotiation:** [He/She/They] managed complex interpersonal dynamics with a level of diplomacy that is essential for employee relations.
- **Strategic Operations:** [Candidate Name] has a proven track record of aligning departmental goals with broader organizational objectives.
- **Cultural Leadership:** [He/She/They] naturally champions diversity and professional development, fostering an environment of trust and high performance.

In [his/her/their] previous role, [Candidate Name] successfully [mention a specific achievement, e.g., overhauled a performance review system or led a major team restructuring]. This experience demonstrates a deep understanding of organizational design and human capital management.

[Candidate Name] possesses the emotional intelligence and business acumen required to lead a modern HR department. I am confident that [his/her/their] fresh perspective, combined with [his/her/their] established leadership skills, will make [him/her/them] an invaluable asset to your executive team.

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

Sincerely,

[Your Signature]

[Your Printed Name]