

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

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to formally recommend [Candidate Name] for a position within your Human Resources department. As [Candidate Name]'s mentor for the past [Number] months/years, I have seen their dedicated transition from [Previous Industry/Role] into the HR field, and I am confident they will be a valuable asset to your team.

Throughout our mentorship, [Candidate Name] has demonstrated a remarkable ability to translate their previous experience in [Mention 1-2 skills from old career, e.g., operations, customer service, or management] into core HR competencies. They have a deep understanding of [Mention specific HR area, e.g., employee relations, recruitment, or compliance] and have proactively pursued [Mention certifications or courses, e.g., PHR, SHRM-CP].

What sets [Candidate Name] apart is their exceptional interpersonal skills and high level of emotional intelligence. During our sessions, they have consistently shown the ability to handle complex ethical dilemmas and conflict resolution scenarios with objectivity and empathy-traits that are essential for any successful HR professional.

I am highly impressed by their commitment to people operations and their desire to foster a positive workplace culture. [Candidate Name] is a fast learner, a disciplined professional, and is fully prepared to take on the challenges of an HR role.

I wholeheartedly recommend [Candidate Name] without reservation. Please feel free to contact me if you require any further information regarding their qualifications or character.

Sincerely,

[Your Signature]

[Your Printed Name]