

[Your Name]
[Your Job Title]
[Your Company/Department]
[Date]

To: [Hiring Manager Name/HR Department]
Subject: Professional Reference for [Colleague's Full Name]

Dear [Recipient Name],

I am writing to formally recommend [Colleague's Full Name] for the position of [New Job Title] within the Human Resources Management team. Having worked alongside [Colleague's Name] for [Number] years in the [Current Department] department, I have witnessed firsthand their expertise in organizational development and employee relations.

During our time working together, [Colleague's Name] consistently demonstrated a high level of integrity and a deep understanding of HR protocols. They were instrumental in [mention a specific project, e.g., streamlining the onboarding process or managing conflict resolution], which resulted in [mention a positive outcome].

What sets [Colleague's Name] apart is their ability to balance the needs of the business with the well-being of the employees. They possess excellent communication skills and maintain a calm, professional demeanor even in high-pressure situations. Their approach to change management is both strategic and empathetic.

I am confident that [Colleague's Name] will be a valuable asset to your team and will excel in this new HR management role. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature]
[Your Printed Name]