

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

[Recipient Name]
[Fellowship Program Name]
[Organization/University Name]
[Address]

Dear Selection Committee,

I am writing to formally recommend [Applicant Name] for the [Name of DEI Fellowship]. As [Your Title] at [Your Organization], I have supervised [Applicant Name] for [Time Period], during which I have observed their profound commitment to advancing diversity, equity, and inclusion within the human resources field.

[Applicant Name] has consistently demonstrated an ability to analyze HR processes through an equitable lens. During their time with us, they were instrumental in [mention a specific project, e.g., revising recruitment outreach strategies or developing an inclusive onboarding module]. Their work led to [mention a specific result, e.g., a 20% increase in diverse candidate sourcing or improved employee belonging scores].

Beyond their technical skills in HR, [Applicant Name] possesses the empathy and cultural competency required to lead sensitive DEI initiatives. They are skilled at facilitating difficult conversations and advocating for underrepresented voices while maintaining professional excellence. They understand that DEI is not just a policy, but a fundamental shift in organizational culture.

I am confident that [Applicant Name] will be a valuable asset to your fellowship cohort. Their passion for creating equitable workplaces, combined with their HR expertise, makes them an ideal candidate. I recommend them without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]