

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

[Fellowship Committee Name]
[Program Name]
[Institution Address]

Dear Selection Committee,

It is my pleasure to recommend [Applicant Name] for the Change Management Human Resources Fellowship. As [Your Relationship to Applicant] at [Organization Name], I have closely observed their ability to navigate organizational transitions and implement strategic HR initiatives.

[Applicant Name] has demonstrated exceptional skill in managing the "people side" of change. During their time with us, they were instrumental in [mention a specific project, e.g., a department restructuring or a software rollout]. They successfully mitigated employee resistance by developing clear communication plans and facilitating training workshops that ensured a smooth transition for all stakeholders.

What distinguishes [Applicant Name] is their analytical approach to Human Resources. They do not just react to organizational shifts; they proactively use data to predict impact and design interventions that maintain high morale and productivity. Their emotional intelligence and conflict-resolution skills make them a natural leader in high-pressure environments.

I am confident that [Applicant Name] possesses the dedication and strategic mindset required to excel in your fellowship program. They will undoubtedly contribute valuable insights to your cohort and the broader HR community.

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

Sincerely,

[Your Signature]

[Your Printed Name]