

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

[Date]

[Name of Board Selection Committee]
[Name of Organization]
[Organization Address]

Subject: Recommendation for [Candidate Name] for the Volunteer Board Seat

Dear Members of the Selection Committee,

I am writing this letter to formally recommend [Candidate Name] for a seat on the Board of Directors at [Organization Name]. As the Human Resources Director at [Your Company], I have worked closely with [Candidate Name] for [Number] years, where they serve as [Candidate's Job Title].

During their tenure, [Candidate Name] has demonstrated exceptional leadership, strategic thinking, and a deep commitment to organizational culture. Their ability to navigate complex interpersonal dynamics and their expertise in [mention specific skill, e.g., talent management, policy development, or conflict resolution] would make them an invaluable asset to your board.

Beyond their professional capabilities, [Candidate Name] possesses a genuine passion for [Organization's Mission/Field]. They consistently advocate for ethical practices and diversity, qualities that align perfectly with the governance responsibilities of a non-profit board. I have observed their dedication to community service firsthand through their involvement in [mention a specific project or initiative].

I am confident that [Candidate Name] will bring a thoughtful, professional, and highly effective perspective to [Organization Name]. I give them my highest recommendation without reservation.

Sincerely,

[Signature]

[Your Printed Name]
Human Resources Director
[Your Company]