

[Your Name]  
[Your Title]  
[Your Organization]  
[Date]

[Recipient Name]  
[Nominating Committee/Board Chair]  
[Organization Name]

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for a position on the Board of Directors at [Organization Name]. As a seasoned HR Executive with over [Number] years of experience, [Candidate Name] possesses the strategic mindset and leadership qualities essential for your board's governance and growth.

I have known [Candidate Name] for [Number] years in my capacity as [Your Relationship]. During this time, I have observed their exceptional ability to align human capital strategies with organizational goals. Their expertise in talent management, organizational development, and ethical leadership has consistently driven positive culture and operational efficiency.

Beyond professional technical skills, [Candidate Name] brings a collaborative approach to problem-solving. They are adept at navigating complex stakeholder environments and offer a unique perspective on diversity, equity, and inclusion that is vital for modern board oversight.

I am confident that [Candidate Name] will be a valuable asset to [Organization Name]. Their dedication to community service and their professional rigor make them an ideal candidate for this volunteer leadership role.

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

Sincerely,

[Your Signature]  
[Your Printed Name]