

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

[Date]

[Recipient Name]
[Board Search Committee / Organization Name]
[Organization Address]

Subject: Recommendation for [Candidate Name] for the Human Resources Advisor Volunteer Board Position

Dear [Recipient Name or Search Committee],

I am writing to formally recommend [Candidate Name] for the volunteer position of Human Resources Advisor on your Board of Directors. Having worked with [Candidate Name] for [Number] years in my capacity as [Your Role] at [Organization], I have seen firsthand their exceptional expertise in strategic HR management and professional integrity.

[Candidate Name] possesses a deep understanding of employment law, organizational development, and talent management. During their tenure at [Organization], they successfully led initiatives such as [Mention a specific achievement, e.g., policy restructuring or culture improvement]. Their ability to align human resources strategies with broader organizational goals is one of their greatest strengths.

Beyond their technical skills, [Candidate Name] is a collaborative leader and a thoughtful communicator. They approach complex personnel issues with empathy and analytical rigor, qualities that are essential for a Board-level advisory role. Their commitment to community service and ethical governance makes them an ideal candidate for your volunteer board.

I am confident that [Candidate Name] will provide invaluable guidance to [Organization Name] and help ensure the long-term health of your internal operations. I recommend them without reservation.

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

Sincerely,

[Your Signature]

[Your Printed Name]