

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]

Subject: Recommendation for [Candidate Name] for the HR Business Partner Volunteer Board Position

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for the position of Volunteer Board Member (HR Business Partner) with [Organization Name]. Having worked with [Candidate Name] for [Number] years in my capacity as [Your Title], I have seen firsthand their exceptional leadership in human resources and their commitment to organizational excellence.

[Candidate Name] possesses a deep understanding of strategic HR functions, including talent acquisition, employee relations, and compliance. During their tenure at [Current/Past Company], they successfully implemented [Specific Achievement or Project], which resulted in [Specific Positive Outcome]. Their ability to align people strategies with long-term organizational goals makes them an ideal candidate for a board-level oversight role.

Beyond their technical expertise, [Candidate Name] is a person of high integrity with a strong passion for [Organization's Mission/Field]. They are an effective communicator who excels at bridging the gap between operational needs and executive vision. I am confident that their professional background and collaborative spirit will be a significant asset to your board of directors.

I highly recommend [Candidate Name] without reservation. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]