

[Your Name]
[Your Title/Board Position]
[Organization Name]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]

Subject: Letter of Recommendation for [Candidate Name]

Dear [HR Manager's Name],

I am writing to formally recommend [Candidate Name] for a position with your company. For the past [Number] years, [Candidate Name] has served as a dedicated volunteer member of the Board of Directors for [Nonprofit Organization Name].

During their tenure on our board, [Candidate Name] has been instrumental in [mention a specific achievement, e.g., strategic planning or fundraising]. They have consistently demonstrated strong leadership, professional integrity, and a collaborative mindset. Specifically, their ability to [mention a key skill, e.g., manage budgets or lead committees] has been a significant asset to our organization's success.

Beyond their technical skills, [Candidate Name] possesses excellent communication abilities and a strong work ethic. They are a reliable professional who approaches challenges with a solution-oriented perspective. I am confident that the dedication and expertise they brought to our nonprofit will translate effectively into a corporate environment.

I highly recommend [Candidate Name] for any role that requires leadership, accountability, and teamwork. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]