

[Your Name]
[Your Job Title]
[Your Department]
[Date]

[Name of Selection Committee/Chair]
[Diversity and Inclusion Committee Name]
[Company Name]

Subject: Recommendation for [Candidate Name] to the Interdepartmental D&I Committee

Dear [Name of Recipient or Committee],

I am writing to formally recommend [Candidate Name], [Candidate Job Title] in the [Candidate's Department] department, for a position on the Diversity and Inclusion Interdepartmental Committee.

Having worked closely with [Candidate Name] for [Time Period], I have witnessed their consistent commitment to fostering an equitable and welcoming workplace. They have demonstrated a deep understanding of the challenges regarding workplace culture and have proactively [mention a specific action, e.g., organized a workshop / advocated for inclusive hiring / participated in resource groups].

I believe [Candidate Name] will bring a valuable perspective from the [Candidate's Department] team. Their ability to collaborate across different departments and their passion for social responsibility make them an ideal fit for this initiative. They possess the communication skills and empathy required to drive meaningful change within our organization.

I fully support [Candidate Name]'s application and am confident they will be a significant asset to the committee's goals. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]
[Your Printed Name]