

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Email]  
[Date]

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company]

Subject: Recommendation for [Candidate Name]

To Whom It May Concern,

I am writing to formally recommend [Candidate Name] for a position within your Talent Acquisition team. Having worked directly with [Candidate Name] for [Time Period] at [Company Name] in their role as [Candidate Job Title], I have witnessed firsthand their commitment to customer service excellence.

In the field of recruitment, the candidate experience is paramount. [Candidate Name] consistently treats every applicant, hiring manager, and stakeholder with the highest level of professionalism and empathy. They possess a unique ability to balance the fast-paced demands of high-volume hiring with a personalized touch that makes every individual feel valued.

Key strengths [Candidate Name] demonstrated include:

- Proactive and transparent communication throughout the entire recruitment lifecycle.
- Exceptional conflict resolution skills when handling sensitive candidate feedback.
- A dedication to building long-term relationships with hiring managers to better understand team needs.
- High ratings in candidate satisfaction surveys and internal feedback loops.

[Candidate Name] does not just fill roles; they serve as a brand ambassador who ensures that every interaction reflects positively on the organization. Their focus on "customer-first" recruitment has significantly improved our time-to-fill metrics and overall employer branding.

I highly recommend [Candidate Name] for any role that requires a blend of recruitment expertise and superior customer service. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]