

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

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

Subject: Letter of Recommendation for [Candidate Name]

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for the position of Human Resources Assistant at [Company Name]. As [Candidate Name]'s direct supervisor at [Your Company Name], I have had the opportunity to observe their strong work ethic and passion for the HR field.

During their time with us, [Candidate Name] demonstrated exceptional organizational skills and a keen attention to detail. They were responsible for maintaining employee files, assisting with the onboarding process, and managing sensitive information with the highest level of confidentiality. Their ability to communicate effectively with staff members and resolve administrative issues quickly made them a valuable asset to our department.

Beyond their technical abilities, [Candidate Name] possesses a positive attitude and a willingness to learn. They consistently meet deadlines and approach every task with a high degree of professionalism. I am confident that their foundational knowledge of HR practices and their interpersonal skills will allow them to excel in an entry-level role within your organization.

I highly recommend [Candidate Name] for this position. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]