

[Your Name]  
[Your Title]  
[Your Company]  
[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Subject: Recommendation for [Candidate Name] for Human Resources Coordinator

Dear [Hiring Manager Name],

I am writing to highly recommend [Candidate Name] for the position of Human Resources Coordinator at [Company Name]. Having worked directly with [Candidate Name] for [Number] years at [Previous Company], where I served as [Your Title], I can attest to their exceptional organizational skills and professional integrity.

During their tenure, [Candidate Name] demonstrated a deep understanding of HR functions, including recruitment coordination, onboarding, and employee record management. They played a key role in streamlining our hiring process and ensuring that all administrative tasks were handled with precision and confidentiality.

What sets [Candidate Name] apart is their ability to communicate effectively with employees at all levels. They possess the empathy required for sensitive employee relations and the detail-oriented mindset necessary for compliance and benefits administration.

I am confident that [Candidate Name] will be a valuable asset to your HR team. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]