

[Your Name]
[Your Title]
[Company Name]
[Your Email]
[Your Phone Number]
[Date]

To Whom It May Concern,

I am writing to formally recommend [Candidate Name] for the position of Junior HR Generalist at [New Company Name]. As [Your Title] at [Your Company], I had the pleasure of supervising [Candidate Name] for [Duration of Time] while they served as [Candidate's Previous Role].

During their tenure, [Candidate Name] demonstrated a strong grasp of foundational HR principles. They were instrumental in supporting our departmental goals, particularly in the areas of [mention 1-2 areas, e.g., recruitment coordination, onboarding, and employee record management]. Their attention to detail ensured that our personnel files remained compliant and our administrative processes ran smoothly.

I was particularly impressed by [Candidate Name]'s ability to handle sensitive employee information with the utmost confidentiality and professionalism. They possess excellent communication skills and have a natural ability to resolve minor employee inquiries with empathy and efficiency.

Beyond their technical skills, [Candidate Name] is a proactive team player who consistently seeks opportunities to learn and take on additional responsibilities. I am confident that their dedication and growing expertise in Human Resources will make them a valuable asset to your team.

Please feel free to contact me if you require any further information regarding [Candidate Name]'s qualifications or past performance.

Sincerely,

[Your Signature]

[Your Printed Name]