

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Hiring Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to highly recommend [Candidate Name] for the position of Human Resources Intern at [Hiring Company Name]. During [Candidate Name]'s time as [Your Relationship to Candidate, e.g., my student or my assistant] at [Your Organization], I have been consistently impressed by their professionalism, work ethic, and passion for human resources.

[Candidate Name] demonstrated a strong understanding of core HR principles, including [List 1-2 skills, e.g., recruitment support, data management, or employee relations]. They possess excellent communication skills and have shown a remarkable ability to handle sensitive and confidential information with the utmost discretion.

One notable quality is [Candidate Name]'s attention to detail. For example, [Optional: brief mention of a specific task or project]. Their ability to collaborate effectively with diverse teams and their proactive approach to problem-solving make them an ideal fit for an entry-level HR role.

I am confident that [Candidate Name] will be a valuable asset to your team. Please feel free to contact me if you require any further information regarding their qualifications.

Sincerely,

[Your Signature]

[Your Printed Name]