

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

[Date]

To Whom It May Concern,

I am writing to formally recommend [Candidate Name] for the position of Employee Relations Assistant at [New Company Name]. During [Candidate Name]'s time as an intern/assistant at [Your Company], I served as their direct supervisor and had the opportunity to observe their growth in the human resources field.

Despite being at the entry level of their career, [Candidate Name] has demonstrated a remarkable ability to handle sensitive interpersonal matters with maturity and confidentiality. They played a key role in assisting our department with [mention a specific task, e.g., documenting employee grievances, coordinating policy orientations, or maintaining personnel files].

One of [Candidate Name]'s greatest strengths is their communication style. They possess the active listening skills necessary to navigate workplace conflicts and the written clarity required for drafting internal communications. They are highly organized and consistently met deadlines, even when managing multiple administrative tasks simultaneously.

Beyond their technical skills, [Candidate Name] maintains a neutral and professional demeanor, which is essential for any employee relations role. They have shown a genuine commitment to fostering a positive workplace culture and understanding employment law.

I am confident that [Candidate Name] will be a valuable asset to your HR team. I recommend them without reservation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]